



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

SENIOR PLANNER

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Planning
LOCATION: Countywide
SALARY: Range 78 \$5303 \$5563 \$5846 \$6138 \$6445**
(The above monthly salary is paid over 26 pay periods annually.)

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; New CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay at least 50% of normal cost. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

LEVEL OF RESPONSIBILITY AND SCOPE

Senior Planner receives general direction from the Director of Planning and Board of Supervisors and exercises technical supervision over professional, technical and clerical personnel. This is an exempt position under the provisions of the Fair Labor Standards Act.

MINIMUM QUALIFICATIONS

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: The equivalent of three (3) years journey-level experience in performing duties similar to those of an Associate Planner.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban, regional or environmental planning, solid waste management, hazardous materials management or a related field. A Master's degree in planning or a closely related field and Membership in American Institute of Certified Planners is preferred.

Knowledge of: In addition to requirements above, should have knowledge of: standard and accepted principles and practices of land use planning and development; standard and accepted principles and practices of environmental planning and administration of environmental policies; standard and accepted principles and practices of solid waste planning and administration of environmental compliance programs, recycling programs and hazardous waste management programs; all applicable local ordinances and State and Federal statutes; standard and accepted operation, policies and procedures of the County Planning Department and County planning processes; English usage, spelling, grammar and punctuation; arithmetic, basic statistics and mathematical calculations; modern office procedures, methods and computer equipment; planning related applications software; standard and accepted methods and sources of environmental, demographic, and economic research; principles and aims of city, regional, and environmental planning and zoning administration;

implications of economic, demographic, and sociological trends on land development and community planning; evaluation, data sources and research methods, including statistical methods; proportion, spatial relationships, and aesthetic concepts of physical planning; concepts of basic site planning including grading, circulation, landscape design and building placement.

Ability to: Collect, compile, analyze and present technical, statistical, and graphical information pertaining to planning and zoning research; interpret and explain policies and regulations accurately and tactfully to the public and other County departments; review permit applications for accuracy and completeness; prepare clear, concise and comprehensive planning reports; make presentations to governmental bodies with planning related responsibilities; use computer technology and applications in the performance of daily activities; establish and maintain effective working relationships with those contacted in the course of work.

Skill to: Understand and carry out both oral and written directions; on a continuous basis, know and understand operations and observe safety rules; identify and locate equipment and tools; interpret work orders; remember equipment and tool location; on a continuous basis sit and stand for extended periods of time; traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform site inspections; working in exposure to various weather conditions; normal vision to read handwritten and printed material and a computer screen; use hands to operate calculators, cameras, computers, grasp tools, and inspect electrical devices; lift and carry items weighing up to 50 pounds such as tools, files, books or boxes of paper for distances up to 100 feet in the performance of inspection and office activities; follow written and oral instructions; maintain accurate records and preparing clear, concise written reports; use computer technology and applications in the performance of daily activities; learn to interpret and apply building codes, rules, regulations, and ordinances relating to building construction; compile, analyze and evaluate technical, statistical and economic information; read and interpret maps and legal property descriptions; use a computer, calculator, typewriter, telephone, facsimile machine, photocopy machine and camera; analyze situations quickly and objectively and to determine proper course of action; safely and effectively perform duties; establish and maintain effective working relationships with those contacted in the performance of required duties; communicate clearly and concisely, both orally and in writing.

Special requirements: Must have ability to work overtime; must be available to attend evening meetings, and must be available for travel. Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles; must successfully complete a pre-employment background check.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening and oral interview.

APPLICATION: **This recruitment will remain open until position has been filled.** Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must be mailed.

REASONABLE ACCOMMODATION FOR PERSONS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). **All County positions are considered Countywide positions.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.