



San Gabriel

THE CITY OF **SAN GABRIEL**  
IS CURRENTLY RECRUITING FOR

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**Assistant/Associate Planner**  
**\$4,928 - \$5,990 monthly (Assistant)**  
**\$5,617 - \$6,827 (Associate)**

The City seeks an Assistant or Associate Planner who will be an integral part in performing, under general supervision, professional level work in the field of current and/or advance planning; who will provide highly technical and responsible support to the Planning Manager.

**Class Characteristics:**

The Assistant Planner is an entry-level position that performs simple to moderately complex current and long range planning duties. This class differs from an Associate Planner in that incumbent performs more routine planning work and assignments are made, under immediate supervision. As experience is gained, there is the potential for greater independence of action within established guidelines.

The Associate Planner performs moderately complex and long range planning duties. This class differs from Assistant Planner due to the level of experience required, complexity of work performed, and greater independence of action within established guidelines.

**Duties:**

Researches, collects, and analyzes data; drafts ordinances for review; prepares reports and presentations on land use, zoning, design, historic preservation, and other related areas; and assists the Design Review Commission, Planning Commission, and City Council as directed.

Assist with the development and implementation of community planning strategies and programs; evaluates data and proposes methods to resolve conflicting issues of plan implementation and zoning requirements; conducts project site checks and field inspections; and prepares initial studies and review of environmental impact reports.

Responds to inquiries and provides information over the front counter to applicants, developers, consultants, outside agencies, the public and other City departments regarding land use, development, and environmental regulations, procedures; and performs other related duties as assigned.

**Minimum Qualifications:**

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

Assistant Planner Bachelor's degree in planning, public administration, architecture, or closely related field. One year of experience in urban and regional planning, redevelopment, or a closely related field. Local government experience is desirable.

Associate Planner Bachelor's degree in planning, public administration, architecture, or closely related field. Three years of experience in urban and regional planning work, redevelopment, or closely related field. Local government experience is desirable.

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### Licenses and Certifications:

Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

### Physical Demands:

Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

### Compensation and Benefits:

The City of San Gabriel offers the following benefits package:

- Participation in the CalPERS Retirement System: 2% @ 60 for "classic" CalPERS members (which goes up to a maximum of 2.418% @ 63) and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- City paid contribution toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs, through CalPERS) and a choice of a PPO or HMO dental plan. Although you typically must insure yourself, coverage of dependents is optional
- Choice of enrollment in multiple Deferred Compensation (457) Programs
- Optional enrollment in Supplemental Insurance Programs
- City-paid long term disability and life insurance (1x annual salary)
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members
- Payment of retiree (and family) health insurance per established vesting schedule
- Compensation of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish

### Leaves:

- 12 days of sick leave per calendar year
- 10 days of vacation per year
- 11 holidays per year, plus 1 floating holiday

### Annual Cash Out Programs:

- Sick Leave Buy Back allows the cash-out of 50% of unused sick leave accrued in the preceding 12 months
- Vacation Buy Back allows cash-out of one week of unused vacation per year (authorized for FY17-18)
- Holiday Buy Back allows the cash-out of eight hours of unused holiday leave

### Application Procedure:

Candidates must complete a City of San Gabriel application; a résumé and cover letter are strongly recommended. **All application materials must be submitted online by 5:00 p.m. on Friday, November 17, 2017.** To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). *Faxed, emailed, or hard copies of applications and/or résumés are not accepted.*

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.*

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All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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#### HUMAN RESOURCES DEPARTMENT