



April 10, 2024

Re: Recruitment of Assistant Planner

The City is recruiting for an engaged and enthusiastic individual to fill the Assistant Planner position in the Community Development Department. The position provides professional field and office planning work related to current and advance planning.

Some of the key projects the Community Development Department will be working on in 2024 include:

- Completing a comprehensive Zoning Code Update
- Implementing housing element programs
- Adopting a Climate Action and Adaptation Plan
- Improving customer services and transparency through upgrades to the City's online portal, ConnectLCF, and webpages associated with the Community Development Department.

The Assistant Planner will work a 9/80 schedule, with every other Friday off and the ability to telecommute on an occasional basis.

I invite you to apply and consider joining our team!

A handwritten signature in blue ink that reads "Susan Koleda".

Susan Koleda, AICP
Director of Community Development



Recruitment for the City of La Cañada Flintridge

Assistant Planner



The City of La Cañada Flintridge is inviting applications for the position of Assistant Planner in the Community Development Department.

First review of applications Tuesday, April 30, 2024.

Introduction

The City of La Cañada Flintridge is inviting applicants for the Assistant Planner position in the Community Development Department. This position will be part of an energetic and enthusiastic team and will provide professional field and office planning work related to current and advance planning.

The City of La Cañada Flintridge, incorporated in 1976, is home to 20,000 residents, Descanso Gardens, a Jet Propulsion Laboratory, five municipal parks, City Skate Park, an extensive trails system, and more. The City operates as a General Law city under the Council-Manager form of government. The City is a contract city with several major City services, including police (Los Angeles County Sheriff's) and fire (Los Angeles County Fire Department) provided by the contract.

The Community Development Department is composed of three divisions: Planning (Current and Advanced), Building & Safety (Building Permits), and Community Preservation (Code Enforcement and Community Development Block Grant). The responsibilities of the divisions are all closely related to the physical development of the City.

The Planning Division of the Community Development Department is responsible for the current and long-range planning of the City to ensure balanced physical development in accordance with the City's adopted General Plan and to administer and enforce the City's Zoning Ordinance and Subdivision Ordinance. Administration of the ordinances includes the day-to-day activities of reviewing Business Licenses, processing building permit requests for zoning compliance, analyzing and writing reports for discretionary approvals at various authority levels, monitoring development for compliance with approvals or regulations, as well as implementing the City's tree protection and historic preservation rules. The Planning Division is also responsible for community design through administration and use of the City's Residential Design Guidelines.



Job Summary

The Assistant Planner, under general supervision, performs various professional field and office planning work related to current and advance planning, including review of development and land use applications, zoning, site plans, and environmental documents; completes technical assessments and prepares written project analyses; provides professional advice and assistance to the public on planning, community development, land use, zoning, permits and environmental review. Typical duties associated with the role include, but are not limited to, the following:

- ◇ Assists the public at the front counter, on the phone and by email; answering questions and providing information regarding zoning, land use, development standards, approved development proposals, and the City's entitlement process; performs plan check functions for various projects.
- ◇ Refers to and provides interpretations of numerous documents including the General Plan, Zoning Ordinance, Specific Plans, California Environmental Quality Act, Subdivision Map Act, State Planning laws, Municipal Code, County Recorder's Office records, building and architecture plans, etc.
- ◇ Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; provides and clarifies information relative to land use, zoning, code interpretation, general plan compliance, signage, and other issues.
- ◇ Reviews commercial and residential construction drawings submitted for plan check and building permits in the City's online permitting system. Analyzes development projects for zoning clearance and compliance with appropriate codes, ordinances, standards, laws, rules, regulations, and policies. Prepares written correspondence that identifies corrective actions. Conducts follow-up and review of plan check resubmittals. for completeness and compliance with current City codes and regulation.
- ◇ Receives and records zoning and code compliance complaints, establishes appropriate files, performs inspections of document violations, coordinates actions with those of other agencies, and implements appropriate procedures to correct or resolve each complaint and violation.
- ◇ Prepares or assists in preparing and reviewing environmental documents and staff reports related to development projects or City projects.
- ◇ Serves as project manager, including application and plan review, coordination with project applicants and other departments, preparation and posting of legal notices, background research, environmental review, research and review of previous entitlements and City records, preparation of staff reports and resolutions, scheduling meetings and hearings, and monitoring of project implementation to verify substantial conformance with approved plans, conditions, and mitigation measures, including landscape plans and revised project plans; suggests revisions to site plans and architecture; inspects project development sites to identify project location, scope and potential impacts on neighboring properties and the community as a whole.
- ◇ Prepares and presents staff reports, presentations, and digitally alters plans for presentations to the City Council, Planning and Design Commission, and various other committees and advisory boards as directed; prepares research, reports, maps, and conducts briefings and meetings; updates the City's website for public hearing notices and agendas; assists with Commission hearing preparations.
- ◇ Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population, and land use data and trends; Collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database. Develops recommendations and prepares written reports on various planning matters and assists in preparing ordinances for review.
- ◇ Participates in coordinating City related activities and with outside agencies; responds to other agencies' inquiries.
- ◇ Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning and other types of public services as they relate to the area of assignment.

Desirable Qualifications

Knowledge of:

- Modern theories, principles, current trends, and practices of technical and legal issues of urban and regional planning, zoning, urban economics, demographics, and environmental planning and program management.
- Geographic, socio-economic, transportation, political, environmental, and other elements related to city and land use planning.
- Current planning processes and the development process.
- Site planning and architectural design principles.
- Applicable Federal, State, and local planning laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent developments, current literature, and sources of information related to planning, zoning, and environmental review.
- Practices of researching planning and land use issues, data collection and analysis, and reporting methods, techniques, and procedures.
- Modern office practices and equipment, including computer hardware and software necessary for graphic presentation, mapping, permitting and database management.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.

Ability to:

- Interpret planning and zoning programs to the general public; identify and respond to issues and concerns of the public, City Council, and other boards and commissions.
- Read plans and specifications and make effective site visits.
- Analyze site design, terrain constraints, land use compatibility, utilities, and other urban services.
- Conduct routine research projects, evaluate alternatives, and make sound recommendations.
- Read, interpret, apply, and explain technical written material and complex Federal, State, and local policies, and City planning policies and procedures.
- Prepare and present clear and concise, written and oral reports, correspondence, policies, and procedures.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.



Minimum Qualifications

Education:

Bachelor's degree from an accredited four-year college or university, majoring in city planning, geography, urban studies, or a related field. Possession of a master's degree in planning or a related field is desired.

Experience:

Six months of experience in municipal government or a combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Conditions and Licenses

This is primarily a sedentary office classification, although standing in work areas and walking between work areas may be required. However, you must possess:

- The mobility to visit City development sites, including traversing uneven terrain, climbing ladders, stairs and operate a motor vehicle.
- Vision to read printed materials, hearing and speech to communicate and finger dexterity to operate a computer.

Compensation & Benefits

Salary

\$67,188 - \$90,036 DOQ

Cafeteria Section 125 Plan

City-paid benefit of \$1,675/month to purchase health insurance, dental, and vision or receive up to \$1,000/month in taxable cash.

Retirement

City participates in the CalPERS retirement system, 2%@62 for PEPRAs members, 2%@55 for Classic members.

Deferred Compensation

City contributes \$750/year to permanent full-time employees.

Leave

80 hrs/year Vacation Leave
(1-5 years of service)

96 hrs per year Sick Leave

13 Holidays

The Selection Process

Submit an employment application online at <https://cityoflcf.org/job-board>

Candidates possessing the most desirable qualifications will be invited to participate in an oral interview.

The City of La Cañada Flintridge adheres to the standards set forth in the Americans with Disabilities Act and does not discriminate against people with disabilities in its actions, decisions, policies or practices. EOE.



