

SELECTION PROCESS

The qualifications of each applicant, as set forth in the employment application, will be reviewed.

Due to an anticipated large response, only the first 100 applications received will be considered for the next phase. Additional applications may be processed as necessary. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

The most qualified candidates will be invited to participate in an oral examination process, which may include certain practical and written exercises intended to assess the candidate's ability to perform certain duties of the position.

TO BE CONSIDERED

If you are interested in this outstanding career opportunity, please consider submitting your application through our online application process at www.cityofpleasantonca.gov. Incomplete applications will not be accepted. Applications are also available at the **Human Resources Department, City of Pleasanton, 123 Main Street, P.O. Box 520, Pleasanton, CA 94566**. Deadline for submission of applications is 5:00 p.m. on Friday, June 14, 2013. Postmarks will not be accepted.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require an alternate means of communications, please contact Human Resources at (925) 931-5048.

COMPENSATION & BENEFITS

\$7,634 to \$9,279 per month

Choice of One of Three
Comprehensive Health Plans

Dental Plan Coverage

Life Insurance Coverage of \$35,000

11 Paid Holidays

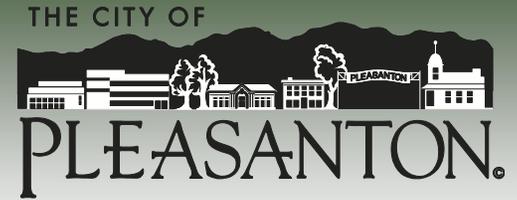
7 Floating Holidays

Paid Sick Leave

Long Term Disability Plan

Annual Vacation beginning with 10 days

PERS Retirement Plan



Announces

EMPLOYMENT

OPPORTUNITY FOR

Associate Planner

Full-Time Position
\$7,634 - \$9,279 per month

Filing Deadline
5:00 p.m., Friday, June 14, 2013

Please apply online at:
www.cityofpleasantonca.gov



THE COMMUNITY

One of Northern California's premier residential and business communities, Pleasanton is well regarded as an attractive and friendly city with a strong heritage, active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

Pleasanton is a community of 68,755. We are a family-oriented community and pride ourselves on our numerous parks, recreation facilities and programs. Pleasanton is also home to thriving business parks and the regional Stoneridge Mall.

Our Downtown is the heart of our community ---the setting for festivals, street parties, parades, weekly summer concerts, Saturday farmer's markets and other special events. Downtown also offers some of the finest dining and shopping in the Tri-Valley. Pleasanton is home to the Alameda County Fairgrounds which hosts statewide and regional events, as well as the annual Alameda County Fair.

THE DEPARTMENT

The Community Development Department protects and promotes the public health, safety, and general welfare through the development and administration of the General Plan and other planning, zoning, transportation, engineering, and environmental regulations. The Department is responsible for the review and processing of private development projects and the drafting of the long range plans that provide a blue-print for future development of the City. It also designs and supervises the construction of a variety of capital improvements throughout the City, including roadway, utility systems, and other public facility improvements.

THE POSITION

Under general supervision of the Senior Planner and/or Planning Manager, the Associate Planner performs complex professional planning work in connection with current planning projects as well as some advanced planning assignments. The Associate Planner regularly assists the public and provides a high level of customer service at the planning counter. In addition, the Associate Planner prepares analyses, plans, policy documents and reports with recommendations and makes presentations to the Planning Commission and other bodies. The Associate Planner works collaboratively with other divisions within the Community Development Department, including Engineering, Building, and Traffic Engineering, during the development review process. Strong communication, presentation and analytical skills are key elements of this position.

THE IDEAL CANDIDATE

The City is seeking a planning professional with the ability to apply policies and programs to the review of projects. Excellent time management skills and the ability to handle multiple projects are a must. The department is seeking a candidate who is self motivated and enjoys working in a collaborative environment with other development review specialists. Although the candidate will work independently much of the time, she/he will also be aware of the need to provide updates to supervisors and seek direction as needed to keep projects on track. The ideal candidate will have a solid understanding of planning practices and a thorough knowledge of California planning and environmental law. Working knowledge of spreadsheet software (Excel), MS Word, and permit tracking software is required. Experience working on advanced planning projects such as preparing General Plans and Specific Plans is desired.

Additionally, the ideal candidate will possess:

Knowledge of:

- Modern theory, principles, and practices of planning and zoning.
- Drafting and mapping techniques.

Skill to:

- Analyze and compile technical, statistical, environmental, and economic information.
- Prepare and present clear written and verbal reports and make accurate drawings, maps, and other renderings.
- Establish and maintain effective and cooperative relations with others, including maintaining a courteous relationship with the public.
- Devise and organize plans of study, do research, and reach conclusions.
- Review the work of others.

Education:

BS or BA degree in planning or related field.

Experience:

One year of full-time professional experience in local planning or comparable work.

License:

Valid California Driver's License

