



## EMPLOYMENT OPPORTUNITY

### Assistant Planner

**Salary:** \$4,611 - \$6,516 Monthly  
**Job Type:** Full-Time, Exempt  
**Department:** Planning  
**Benefits:** Benefits Eligible

#### The Position

Under direct supervision, performs a variety of professional and technical routine activities in the field of current planning, including review of development and land use applications, zoning, site plan, and environmental review; may serve as project manager for development applications; completes technical assessments, prepares written project analyses; provides professional advice and assistance to the public on planning, community development, zoning, permits, and environmental review; and performs related work as required.

#### Job Functions

- Reviews commercial, industrial, and residential development proposals, plans, and applications for issuance of zoning clearance; reviews for compliance with appropriate regulations and policies.
- Reviews building plans for completeness and compliance with current Town zoning codes and regulations; identifies corrective actions to be taken by owners; recommends improvement and rehabilitation programs; conducts follow-up and re-check and approves or denies submittals.
- Serves as project manager for routine application projects, including analyzing and evaluating site and architectural plans, performing technical review and making recommendations, ensuring plans and applications receive appropriate signatures, and coordinating in-house review with contractors.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population, and land use data and trends; develops recommendations and prepares written reports on various planning matters and elements of the Town's General Plan.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database.
- Prepares staff reports for the Planning Commission, Town Council, various committees, and advisory boards as directed; prepares research, reports, maps, and conducts briefings.
- Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding Town development policies and standards; provides and clarifies information relative to zoning, general plan compliance, signage, and other issues.
- Researches and assists in preparing ordinances for review.
- Answers questions and provides information to the public.
- Maintains accurate records and files.
- Performs other duties as assigned.

#### Qualifications

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in land use or urban planning, community development, business or public administration, or a related field and one (1) year professional experience including related internship experience.

**License:** Valid California class C driver's license with satisfactory driving record and automobile insurance.

## Selection Process

A completed Town employment application is required by the close of recruitment. **This position will remain open until filled.** An application package is available at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307, or on our website at [www.applevalley.org](http://www.applevalley.org). Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.