



## EMPLOYMENT OPPORTUNITY

### Senior Planner

**Salary:** \$6,679 - \$9,437 Monthly

**Job Type:** Full-Time, Exempt

**Department:** Planning

**Benefits:** Benefits Eligible

#### The Position

Under general supervision, the Senior Planner administers specified activities in such areas as zoning, redevelopment, housing, and advanced planning. Provides accurate and concise information and guidance to the public, Town Council, and Planning Commission concerning land use matters.

#### Job Functions

- Reviews applications for residential, commercial, and industrial development; ensures conformance with Town policies and ordinances, the General Plan, Development Code, and Federal and State laws; prepares and presents staff reports to the Planning Commission and Town Council regarding such applications.
- Confers with and provides information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans, specifications, and codes; explains codes, requirements, and procedures, and evaluates alternatives; recommends improvement and rehabilitation programs; conducts follow-up and recheck, approves or denies special use permit submittals.
- Reviews building plans for completeness and compliance with current Town zoning codes and regulations; identifies corrective actions to be taken by owners.
- Conducts site inspections to determine if projects are in compliance with laws, regulations, and ordinances; makes recommendations to correct issues.
- Maintains databases and maps for the Town's geographic information system (GIS); prepares specialty maps as requested.
- Provides day-to-day technical support and functional direction to lower-level professional, technical, and support staff; trains staff on the use of GIS as needed.
- Confers and coordinates assigned planning and development activities with those of other Town departments, public utilities, and public agencies to solicit comments regarding projects and ensures that the comments are satisfactorily addressed by the project applicant.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database; provides statistical data as required by various State and regional agencies.
- Prepares and reviews a variety of reports, correspondence, and documents.
- Provides information to the public regarding housing programs, reviews housing rehabilitation program files for completeness and accuracy prior to loan approval.
- Performs related duties as required or 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:*

Bachelor's degree in Urban Planning, Community Development, or related field AND five (5) years of professional experience in planning, zoning, and related community development; OR an equivalent combination of education, training, and 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 the Town of Apple Valley, 14975 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 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

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