



# EMPLOYMENT OPPORTUNITY

## Associate Planner

**Salary:** \$5,759 - \$8,138 Monthly

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

**Department:** Planning

**Benefits:** Benefits Eligible

### The Position

Under general supervision, performs a variety of professional and technical routine to complex activities in the field of current and advanced 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; assists with preparation of Development Code Amendments and Town Ordinances; 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 recheck, approves or denies special use permit 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.
- Assists with the implementation and administration of the Town's General Plan and development regulations.
- 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.
- Conducts studies and needs assessments for the development of programs to address significant development issues.
- Researches and assists in preparing ordinances for review.
- Participates in coordinating Town planning and development related activities with other Town departments and with outside agencies.
- 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 urban planning, community development, business or public administration, or a related field, and two (2) years of professional experience in planning, zoning, and related community development activities, equivalent to the Assistant Planner at the Town of Apple Valley.

### 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.*