THE CITY OF MONTEBELLO INVITES APPLICATIONS
FOR THE POSITION OF:

PLANNING MANAGER

$6,569—$7,985 month

Application Deadline:

THIS RECRUITMENT WILL REMAIN OPEN UNTIL FILLED

Monthly Salary Range

$6,569—$7,985

CLASSIC CALPERS MEMBER EMPLOYEES ARE CURRENTLY PAYING 3% TOWARD THEIR EMPLOYEE CONTRIBUTION TO THE 2.7% @ 55 CalPERS RETIREMENT PLAN

NEW MEMBERS PAY 6.25% TOWARD THEIR 2% @ 62 CALPERS RETIREMENT PLAN

Non-Classified,

Management Position/

Open Recruitment

A completed City application and resume must be received by the Department of Human Resources:

City of Montebello
Department of Human Resources
1600 West Beverly Blvd.
Montebello, CA 90640

Incomplete applications, faxed applications, and resumes submitted in lieu of an application will not be considered.

Applications available on our website:
www.cityofmontebello.com
Job Line 323.887.1380

For a writable City application please e-mail request to
nmooshagian@cityofmontebello.com

THE POSITION

Under administrative direction, to direct, manage, supervise, and coordinate the programs and activities of the Planning Division within the Community Development Department; responsible for the management and supervision of the professional, technical, and clerical staff of the Planning Division; administer the General Plan, Zoning Code, Subdivision Regulations, California Environmental Quality Act, and other codes, regulations, and guidelines; responsible for Current Planning, Long Range Planning, and Environmental compliance activities for the City; coordinate assigned activities with other City departments, divisions, and outside agencies; ensure the timely processing of development application through the City's discretionary review process; ensure quality customer service to the general public; and perform related work as required. Excellent public relations skills are essential for the Planning Manager position. This position reports directly to the Community Development Director, or designee of the City Administrator.

This is a supervisory position overseeing the daily operations of the City's Planning Division responsible for managing, supervising and coordinating the programs, activities, and staffing of the division. All work for the Planning Division is directed and coordinated by this position.

EXAMPLES OF DUTIES: Provides supervision, direction, coordination, and training for the professional, technical, and clerical staff assigned to the City's Planning Division; assigns work to staff based on their abilities; manages and tracks the work load for the division; functions as the "City Planner" and sets administrative policies; prepares and administers the division's budget, oversees the timely processing of land use and development applications; technical advisor to the City Council, Planning Commission, and the community related to all aspects of urban planning and environmental issues; functions as the Secretary to the Planning Commission; updates the General Plan, Zoning Code, Subdivision Regulations, Environmental Guidelines, and other related codes, regulations, and guidelines as necessary; recommends and implements goals, objectives, and practices for providing effective and efficient planning services; works closely with the Economic Development Manager. This position may supervise the housing programs for the City.

SPECIAL REQUIREMENTS:
Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

WORK EXPERIENCE: Five years of progressively responsible planning experience for a municipal agency in California. Varied and well-rounded urban planning experience in current planning, long-range planning, design review, environmental review, housing, economic development, and redevelopment is preferable. Also, a familiarity or experience with mixed-use, work-live, urban/downtown housing, and transit-oriented development is preferable.

This position requires two years of experience in a supervisory, managerial, or administrative position working for a municipal agency. A Master's degree in a related field may substitute for one year of the supervisory experience.

EDUCATION: Graduation from an accredited "four" year college or university with major course work in urban planning, public administration, geography, real estate development, or closely related field. A Master's degree is preferable but not required.

CITY OF MONTEBELLO — PLANNING MANAGER

BENEFITS

- Classic CalPERS Members—retirement formula 2.7% @ 55
- New CalPERS Members—retirement formula 2% @ 62
- EPMC reported where applicable
- 11 medical plans available, including dental & vision coverage, maximum paid by City is $1090.00/mo. for 3+-party coverage
- Or in lieu of coverage, $350 per month medical incentive plan
- Annual Leave Plan (starting at 232 hours per year of combined vacation, holiday & sick time)
- $30,000 term life insurance, $30,000 AD&D
- 30 hours bereavement leave per eligible incident
- $2,000 per year tuition reimbursement
- Deferred compensation plan available
- Bilingual pay $70/month
- Retiree Medical Health Benefit, up to $625/mo.
- Long Term Disability Program

Knowledge to:

Modern principles, practices, and techniques of municipal planning including current planning, long-range planning, regional planning, environmental review, urban design, and some familiarity with housing, community development and economic development.

Principles of personnel management and public administration.

Principles of supervision and training.

Applicable City, County, State and Federal laws, regulations and policies affecting the planning and development activities.

Techniques used in the development and administration of amendment to the General Plan and Zoning Code.

Computer applications related to planning and development.

Budget development, preparation, and administration.

Research methods and procedures.

Ability to:

Plan, organize, coordinate, and direct the City's Planning Division's programs and activities.

Manage, supervise, train, and evaluate the professional, technical, and clerical staff of the Planning Division.

Organize, prioritize, and coordinate the workload of the division, assign work according to staff's work abilities.

Mentor and provide clear guidance to the division staff.

Function as the "Team Leader" for the division.

Write clear and concise staff reports, correspondence, administrative interpretations, and other related writing assignments.

Communicate effectively orally and in writing.

Effectively represent the municipal planning functions of the City to the general public, organizations, and other city, county, state, and federal government agencies.

TESTING

Following the review of each application, the best qualified candidates will be invited to appear for an examination(s). Selected candidate(s) must successfully complete a background investigation and physical examination which includes drug testing. At the time of appointment, employee must have required proof of authorization to work in the United States.

GENERAL INFORMATION FOR ALL APPLCANTS

The term "recent," when used in the requirements refers to training and/or experience obtained within the ten-year period immediately prior to the filing deadline. Applications can be considered only if they clearly indicate that the minimum requirements are met. All applications accepted are subject to further review and verification and may be rejected at any time if the published requirements for admission to the examination are not met. All applicants will be notified in writing as to the results of this review. Admission to an examination does not ensure that a passing grade will be received on any part of the examination. All applicants will be notified in writing of their final status once the examination process is completed.

CIVIL SERVICE

All City employees are required to perform assigned Civil Defense duties in the event of an emergency or disaster.

SPECIAL NOTICES

EOE—Montebello is an equal opportunity employer. The City does not discriminate on the basis of disability. Individuals with disabilities who require accommodation in the application or testing process, may be required to provide the Personnel/Risk Management Department, no later than the filing date, with documentation regarding the need for accommodation.