

APPLICATION PROCESS

The Principal Planner recruitment is open/competitive. There is currently one vacancy in the Development Services Department. This recruitment will assist to establish an eligibility list for future full-time vacancies. All interested applicants must submit a cover letter, resume, and required completed City application no later than **5:30 p.m., Wednesday, November 22, 2017.**

City of Hesperia
Human Resources Division
9700 Seventh Avenue
Hesperia, CA 92345
(760) 947-1100
www.cityofhesperia.us
EOE

All applications will be reviewed in detail. Only those applicants possessing the most relevant qualifications will be invited to continue in the selection process. Applicants will receive notification regarding recruitment status within three (3) weeks of final filing date. City appointments are contingent upon successful completion of a comprehensive background investigation, fingerprinting, medical and drug screening, as well as verification of United States citizenship or legal authorization to be employed in the United States.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

CITY GOVERNMENT

The City of Hesperia is a general law city with a council-manager form of government. Hesperia has a five member City Council who are elected at-large to staggered, four-year terms. Council members also serve as the governing board of the Water District and Fire District. With a full time staff of 173 City departments include: City Manager (City Clerk and Information Technology), Management Services (Finance and Human Resources/Risk Management), Development Services (Building and Safety, Engineering, Planning, Animal Control, Code Enforcement), Public Works (Street and Water Division), and Economic Development. The City contracts for Police and Fire services from the County of San Bernardino.

THE COMMUNITY

Serving as the Gateway to the High Desert, the City of Hesperia is conveniently located at the foot of the San Bernardino Mountain Range, 35 miles north of San Bernardino, 90 miles northeast of Los Angeles, and 195 miles south of Las Vegas, at the intersection of Highway 395 and Interstate 15. With an elevation of 3,250 feet, Hesperia is one of the largest cities in California, with an area of approximately 75 square miles, its adopted sphere of influence extends its geographic reach by an additional 36 square miles. Incorporated in 1988, the City of Hesperia's population is approximately 96,000. Hesperia offers the best of Southern California lifestyle with clean air, over 350 days of sunshine and deep blue skies that attract businesses and residents alike. With its strategic location, Hesperia is posturing itself to be a major distribution and logistics hub in the Southern California Region.

City of Hesperia



Invites Your Interest for the Position of

PRINCIPAL PLANNER



THE PRINCIPAL PLANNER IS A NON-REPRESENTED MANAGEMENT POSITION

WITH A MONTHLY SALARY RANGE OF \$8,130—\$9,912.

QUALIFICATIONS

EDUCATION AND/OR EXPERIENCE: Requires a Bachelor's degree from an accredited college or university with major coursework in urban planning, design, public administration or a closely related field; six (6) years of increasingly responsible professional municipal planning experience, including two (2) years of responsibility for the supervision or training of others; or, any combination of related education and direct experience that has provided the required knowledge, skills, and abilities to successfully perform the essential functions of this position may be considered. A Master's degree in urban planning or its equivalent is desirable.

CERTIFICATION: Possession of the American Institute of Certified Planners certification (AICP).

BENEFITS

- Prior Public Service—CalPERS Formula 2.7% @ 55 (Employee contributes 8% (employee cost) and 1% (cost sharing) of annual salary)
- CalPERS Pension Reform Formula 2% @ 62 (Employee contributes 6.25% (normal cost) of annual salary)
- Health Benefits – up to \$928 per month toward medical, dental and vision insurance
- City paid
 - Employee Only Premium for Dental Insurance
 - Employee Only Premium for Vision Insurance
 - Life Insurance (One (1) times annual salary)
- Short Term and Long Term Disability Insurance participation required
- Vacation (80 hours accrued during first year)
- Administrative Leave 65 hours per fiscal year
- 11 holidays
- Sick leave (96 hours per year)
- 401 (a) Deferred Compensation Plan (3% of Salary—City paid)
- 457 (b) Deferred Compensation Program available
- IRS 125 Plan Flexible Spending Accounts available
- Employee Assistance Program available
- Tuition Reimbursement Program (Up to \$3,000 a fiscal year available for eligible employees.
- 9/80 Work Schedule/Adjusted Workweek Schedule participation required
- The City **does not** participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution

EXAMPLES OF DUTIES

The *Principal Planner* is responsible for identifying issues, conceiving planning projects, developing work programs and reviewing the work of subordinate professional and technical staff. The position will supervise, direct and coordinate major elements of the City's current and advance planning programs; review special planning, zoning and environmental studies; prepare reports and findings. The incumbent will serve as principal staff to the Planning Commission and Development Review Committee; attend City Council meetings as necessary to advise the Council on planning issues; and advise City Officials, the City Manager and management staff on planning related issues as well as major development projects, development of short and long-range plans, development projects and annexations; gathers, interprets and prepares data for studies, reports and recommendations; makes presentations to City Officials and management, boards, commissions, civic groups and the general public; participates in the development of the planning program, budget, goals and objectives. Reviews, analyses, coordinates related activities with other City functions and outside agencies; consults with relevant parties, and prepares reports and ordinances; meets and negotiates with developers, property owners, citizen groups and the general public to resolve planning issues and to create an understanding of planning policies and procedures; represents the City, when consulting with and advises community, citizen committees, local, State and Federal agencies, or other regional planning agencies. Participates in the selection, orientation and training of employees; plans, organizes, and directs work; develops and establishes work methods and standards, provides for staff training and development; conducts formal and informal on-the-job instruction for planners regarding technical methods and processes; directs, coordinates and reviews technical and professional staff in data collection, analysis, plan formulation and implementation of a wide variety of planning and zoning activities; personally performs the most complex and sensitive planning work. This position participates with the adjusted workweek schedule, and performs other related and peripheral duties as required and necessary.

KNOWLEDGE OF: Principles, procedures, standards, practices, information sources and trends in the fields of current and advanced planning; traffic engineering, land use, physical design, architecture, demographic, environmental, and social/economic concepts as applied to municipal planning; statistical analysis techniques related to municipal planning; application, modification, and interrelationships between ordinances, policies, standards, procedures and practices associated with the planning function; applicable Federal, State and local laws and regulations, including the Subdivision Map Act and the California Environment Quality Act; terminology, symbols, methods, and techniques used in planning and map drafting; local government organization and the functions and practices of a municipal planning unit; methods and techniques of public administration research, analysis, narrative, statistical, and technical writing, report preparation and presentation and record keeping; principles and practices of personnel administration, supervision and training

ABILITY TO: Perform and coordinate technical current, advanced, and project-planning activities, such as the collection, analysis, and preparation of reports and recommendations pertaining to complex issues; interpret laws, policies, procedures, regulations, maps, specifications, census data, site and building plans, graphs and other statistical data; direct the preparation of visual displays, such as maps, graphs, and statistical charts; prepare clear, concise and complete technical documents, reports and correspondence; conduct analyses and make accurate recommendations based on study findings; establish and maintain cooperative working relationships with those contacted in the course of the work, including the public, advisory committees, commissions, outside agencies and consultants; exercise sound independent judgment within established guidelines; organize and assign the work of planning staff; develop and complete work programs for long-term assignments; represent the City effectively in meetings with commissions, community groups, governmental bodies, the media, and the public.