

APPLICATION PROCESS

The Associate Planner position is open/competitive. This recruitment will assist to establish an eligibility list for current and future full-time and hourly/temporary vacancies. All interested applicants must submit a cover letter, resume, and required completed City application no later than **Friday, March 2, 2018 at 4:30 p.m.**

City of Hesperia
Human Resources Division
9700 Seventh Avenue
Hesperia, CA 92345
(760) 947-1100
Job Line (760) 947-1100
Select Option #1
www.cityofhesperia.us
TDD (760) 947-1119
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. 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. This position may be subject to an adjusted work schedule in order to fulfill our customer service commitment.

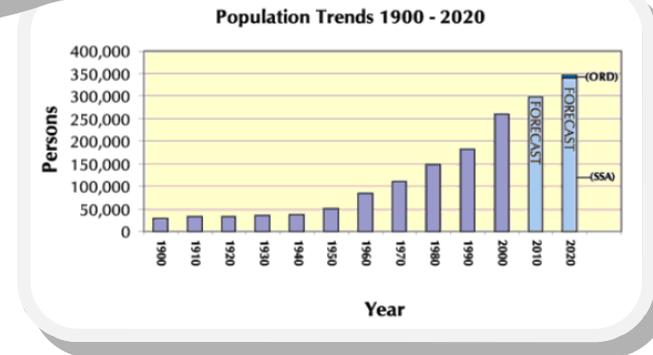
THE COMMUNITY

Situated as the gateway to the High Desert, the City of Hesperia is located in beautiful Southern California with a rich history and exciting future. Located conveniently at the base of the San Bernardino Mountain Range, only 90 miles northeast of Los Angeles and 35 miles north of Ontario, the City of Hesperia is strategically located at the intersection of Highway 395 and Interstate 15 — a transportation corridor of national significance. Incorporated in 1988, Hesperia is one of the largest cities in California with a geographic area of approximately 75 miles and an adopted sphere of influence that encompasses an additional 36 mile region. With a rural atmosphere, hometown hospitality and more than 350 days of sunshine per year, it's no wonder more than 96,000 people have come to call Hesperia home. By maintaining a progressive and fiscally responsible approach, Hesperia is set to continue on a path of evolution and growth for many years to come.

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 through a by-district election system to staggered, four-year terms with full implementation beginning 2018. Council Members also serve as the governing board of both the Hesperia Water District and Hesperia Fire Protection District. As a diverse workforce consisting of over 165 full-time employees, the City incorporates a wide range of departments and divisions including: 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 Division and Water Division), and Economic Development. Additionally, the City of Hesperia contracts for both Police and Fire services through the County of San Bernardino.

City of Hesperia



Invites Your Interest for the Position of
Associate Planner

COMPENSATION

The Associate Planner is a Non-Represented Professional/Supervisory position with a monthly salary range of \$6066—\$7394.

THE POSITION

The ASSOCIATE PLANNER is a Non-Represented position and performs professional land use and urban planning work including current and/or advanced planning projects within the City and in the implementation of the City's general plan as well as related policies and regulations. Responsibilities include the preparation of specific reports and plans with the opportunity for independent judgment in planning work details and making technical determinations.

The incumbent plans, organizes and conducts research studies; develops recommendations regarding land use, zoning, urban design, population trends, transportation, housing and environmental needs. Analyzes and interprets social, economic, population and land use data and trends; prepares written and graphic reports on various planning matters and elements of the General Plan. Compiles information and makes recommendations on special studies; researches and drafts ordinances for review. Represents the Department and explains planning objectives and policies to various organizations, agencies, and public groups as necessary. Reviews and processes plans and applications for subdivision, housing and commercial developments, rezoning, conditional use permit, variances, site plan and design review, user permits, and business licenses; determines conformity with laws, policies, regulations and procedures; recommends approval or identifies problems and alternatives; advises property owners and petitioners on the effect and implications of zoning and development actions. Provides professional advice and information in the analysis, coordination and implementation of development requirements and regulations to the Planning Commission and other committees; responds to complaints and requests for information and assists developers, property owners and the general public regarding laws, policies, regulations, standards and procedures, submission of plans, processing of applications and implementation requirements. Prepares staff reports and makes presentations involving digital imaging systems during public hearings before the Development Review Committee, Planning Commission, City Council, other appointed officials; and performs other duties as required and necessary for the performance of this job. The incumbent will be required to participate with the City's adjusted workweek schedule.

QUALIFICATIONS

Requires two (2) years experience involving professional public planning and zoning work; a Bachelors degree from an accredited college or university with major coursework in planning or a related field. A Master's degree in urban planning or its equivalent and/or AICP Certification is desirable.

WORKING CONDITIONS

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and using a computer keyboard in the performance of daily duties. Additionally, the position requires near and far vision when reading correspondence and using a computer and acute hearing is required when providing phone service and communicating in person. The need to lift, carry, push, and pull files, reports and other materials weighing up to 40 pounds is required. The employee may occasionally be required to travel to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors.

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
- Administrative Leave (44 hours per fiscal year)
- Vacation (80 hours accrued during first year)
- 11 holidays
- Sick leave (96 hours per year)
- 401 (a) Deferred Compensation Plan (1% 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