



30001 Ladyface Court, Agoura Hills, CA 91301, Agoura Hills, California, (818) 597-7300

EMPLOYMENT OPPORTUNITY

SENIOR PLANNER

FULL-TIME/Exempt

First review: **Thursday, April 14, 2022, 5:00 pm. Apply early.**
Interested parties are strongly encouraged to submit application materials as soon as possible.



Exciting New Opportunity

Join our professional Planning team in our Community Development Department

SENIOR PLANNER
\$7,958 – \$9,696/month
Dependent upon Qualifications

Why work for the City of Agoura Hills?

When you become part of the City of Agoura Hills family, you will work alongside a team of dedicated, skilled and highly motivated professionals, who contribute their talents and commitment in providing excellent services to our community. Here is an outstanding opportunity to join a dynamic organization dedicated to serving the Agoura Hills community.

What You'll Do

- Conducts complex assignments involving current or advance planning projects, including environmental impact studies; confers with applicants and agency representatives to identify issues; evaluates data and proposes methods to resolve conflicting issues of plan implementation, zoning requirements, and environmental issues; provides liaison to, and coordinates consultant reviews; prepares staff reports and supplemental materials for presentation.
- Serves as project manager for major assignments and programs, including specific plans, major development projects and special advance planning programs; prepares and presents project reports including related recommendations; directs or performs grant administration.
- Coordinates the conduct of environmental impact studies, including the preparation of requests for proposal; coordinates project review by other agencies; evaluates conclusions of environmental impact reports and prepares recommendations.

- May direct the activities of lower level planning staff; assigns and schedules work in accordance with general instructions; conducts training and orientation as required; ensures that work is performed in accordance with established standards, policies, and procedures. Coordinates the work of City consultants.
- Attends and makes presentations to the Planning Commission, Architectural Review Panel, City Council and other city boards as needed.
- Responds to inquiries, both orally and in writing; interprets planning policies, state laws and local ordinances, or explains procedures; advises the Director, other City personnel, and the public regarding current or advance planning issues.
- Coordinates the review, monitor and revision of the General Plan; coordinates the City's affordable housing program; manages grants.
- Coordinates regional planning programs. Participates in the City's redevelopment program activities.
- Depending upon assignment, schedules and participates in or conducts community meetings; provides information and responds to questions regarding planning matters; advises the Director of meeting results.
- As a designated representative of the department, attends conferences, meetings, or other public functions; may provide information or participate in discussions regarding planning activities.

What You Bring

EDUCATION:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include completion of a four-year college curriculum with major work in urban planning, or a related field; and at least three years of progressively responsible experience with a minimum of one (1) year supervisory experience in current and advance planning which preferably included experience in development review, environmental impact review, architectural review, specific plans, housing and development agreements. A master's degree in planning, public administration, or a related field is desirable.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of planning, related state and federal laws, ordinances, rules and regulations including considerable knowledge of the California Environmental Quality Act. Ability to plan, organize, and coordinate planning activities; direct the work of others involved in planning activities; prepare and present reports, prepare maps, charts, and other supplemental materials; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships.

LICENSES/CERTIFICATIONS/SPECIAL REQUIREMENTS:

Possession of or ability to obtain a valid Class C California driver's license, and a satisfactory driving record.

PHYSICAL DEMANDS:

While performing the duties of this class the employee is regularly required to sit, talk or hear, both in person or on the telephone, and operate standard office equipment. The employee is frequently required to stand and walk. The need to lift, carry and push equipment and supplies weighing up to 40 lbs. is sometimes required. Specific vision abilities required by the job include close vision, color vision and the ability to focus.



MENTAL DEMANDS:

While performing the duties of the class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; interact with City staff and other organizations; and deal with customer relations.

WORK ENVIRONMENT:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ARE YOU READY? APPLY!

Submit your application and resume online at www.agourahillscity.org or to Human Resources, City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Questions: email Celeste Bird at cbird@agourahillscity.org. Resumes may be attached to completed applications; however, a resume will not be accepted in lieu of an official City Application. **The first review will be on Thursday, April 14, 2022 at 5:00 pm. Recruitment can close at any time.** Qualified candidates are encouraged to apply early! Candidates with the most relevant qualifications will be invited to interview.

THE FINE PRINT:

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification, reference check and, in compliance with the Immigration & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation including a criminal history questionnaire and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

COVID-19 Vaccination is required for employment. If you are not vaccinated, you may apply for a medical or religious exemption.

Candidates with a disability who may require special assistance in any phase of the application process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Agoura Hills is an Equal Opportunity Employer (EOE).

