



EMPLOYMENT OPPORTUNITY

ASSOCIATE PLANNER

\$8,170 - \$9,954/month

FULL TIME/Non-exempt

First Review: Thursday, June 20, 2024, 12:00 pm.
Apply early. Interested parties are strongly encouraged to submit application materials as soon as possible.



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

- Conduct complex assignments involving current or advance planning projects; confer with applicants and agency representatives to identify problems; evaluate data and propose methods to resolve conflicting issues of plan implementation, zoning requirements, and environmental impact.
- Serves as project manager for assigned projects and prepares project reports including related recommendations; lead or participate in oral presentations.
- Responsible for the review and revision of local ordinances; conducts research; coordinates interdepartmental review; schedule public hearings and participate in the discussion of proposed changes.
- Depending upon assignment, schedule and conduct meetings of public committees and public hearings; provide information and distribute materials; review proposals or applications; prepare report and make recommendations; advise of related laws, ordinances, policies, and procedures.
- Responds to inquiries, both orally and in writing; interpret planning policies, state laws and local ordinances, or explain procedures; advise the Director, other city personnel, committees and commissions, and the public regarding planning issues.
- Attends and makes presentations to Planning Commission, City Council and other city boards as assigned.
- As a designated representative of the department, attend conferences, meetings, or other public functions; may provide information or participate in discussions regarding departmental activities.

What You Bring

EDUCATION/EXPERIENCE

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include:

Education:

Completion of a four-year college curriculum with major course work in planning, or a related field. A master's degree in planning, geography, or related field is desirable and may substitute for one year of experience.

Experience:

Two years of progressively responsible experience in current or advance planning.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of planning principles and practices; related state and federal laws, ordinances, rules, and regulations. Ability to plan, organize, work; learn, interpret, apply, and explain related laws, ordinances, policies and procedures and coordinate planning activities; prepare and present reports; communicate effectively both orally and in writing; meet the public in situations requiring diplomacy and tact; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships.

LICENSES/CERTIFICATIONS/SPECIAL REQUIREMENTS

Possession of or ability to attain a valid California class C driver's license, acceptable driving record, and evidence of auto insurance are required. American Institute of Certified Planners (AICP) designation as a certified planner is preferred. Ability to work extended hours in order to complete projects, attend meetings and accommodate city needs.

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. Applications materials will be screened on a continuous basis with the first review date of Thursday, June 20, 2024 @ 12:00 pm. Resumes may be attached to completed applications; however, a resume will not be accepted in lieu of an official City Application. Qualified candidates are encouraged to apply early! Candidates with the most relevant qualifications will be invited to an interview.

The Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification, reference check, 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.

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).