DEADLINE
5:00 p.m.
May 5, 2016
(interviews tentatively scheduled for 5/12/16)

NOTE: County policy does not accept postmarks. Material submitted must be received by deadline.

POSITION
Associate Planner
Eligibility List

SALARY
(hourly)
$19.92 - $24.80 (Associate)

Written Test Date - Not Applicable
Interview Date - To be determined

DEFINITION:
Under general supervision performs a wide variety of professional planning assignments in the County Planning Division; works on current and long-range planning applications and environmental reviews; assists with planning policy formulation and implementation; provides front counter and applicant assistance; oversees implementation of the County’s Surface Mining and Reclamation Act (SMARA) program, including completion of annual mine inspections and compliance monitoring; manages other planning assignments, which may include work in zoning enforcement and grant programs; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS:
This is the journey-level working level in the professional Planner class series. Incumbents are expected to perform a broad range of complex current- and long-range planning and zoning enforcement assignments, and customer service delivery. Incumbents may be given responsibility for a specialized work area, as well as perform the full scope of regular planning work. At the Associate Planner level, it is expected that the incumbent would have the qualifications which would allow them to perform more complex, specialized planning work and utilize project management skills in completing assignments with limited support and supervision from senior staff.

ESSENTIAL FUNCTIONS:
Serves as the initial point of contact for the department and provides outstanding customer service to the general public, applicants, other county departments, community groups, businesses and outside agencies. Responds readily to changing priorities and circumstances while maintaining a positive can-do attitude at all times. Performs a variety of current and advanced planning assignments including: the research, collection, and analysis of data for planning studies and policy development; processes land use applications, such as conditional use permits, signs, variances, zoning changes, certificates of compliance, boundary line adjustments, and subdivisions; coordinates the review of applications with other county departments and outside agencies; receives zoning complaints and performs zoning enforcement review, analysis, and project management activities; assists with the preparation of and prepares environmental studies; makes initial interpretations of codes, ordinances, and regulations; performs reviews of site development and building permit plans; may prepare and/or present staff reports to appointed and elected boards and commissions; prepares and assists with preparation of maps, graphs, and information summaries; performs tasks associated with the Surface Mining and Reclamation Act, the County’s CDBG program, and the Department’s GIS system and web site. Use of standard computer software such as Word, Excel, PowerPoint and Access and specialized computer software such as GIS.

DESIRABLE QUALIFICATIONS:

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education equivalent to graduation from an accredited four-year college or university with major coursework in rural, urban, environmental, or resource planning, political science, public administration or a related field and two years of work experience performing professional assignments equivalent to that of an Assistant Planner with Siskiyou County. A master’s degree in urban, regional or resource planning is desirable and may be substituted for one year of planning experience.
related experience.

Knowledge of:

- Principles, methods, and procedures of land use planning.
- State and local laws, codes and ordinances related to planning, zoning and environmental analysis.
- The relationship and responsibilities of Federal, State, regional and local government agencies in the planning and regulation of land.
- Research and investigation procedures.
- Drafting and graphic presentations.
- Statistical and research methods as applied to the collection, analysis and presentation of planning data.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Perform technical research and give reliable advice on planning issues.
- Analyze and compile technical and statistical information and prepare reports.
- Demonstrate tact and diplomacy with the public and provide outstanding customer service to all clients.
- Prepare reports and graphic presentations.
- Learn, interpret and explain laws underlying general plans, zoning and land divisions.
- Prepare and interpret maps, plans, charts and tables.
- Learn applicable environmental laws and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Adapts fluidly to changing priorities and circumstances while maintaining a positive can-do attitude at all times.

Special Requirements:

Possession of a valid and appropriate driver’s license.

All applications shall include a sample of a report or environmental document illustrating proficiency in writing at the expected training and experience level. The applicant must have been the principal author of the writing sample.

Selection Process: A complete job description is available through the County of Siskiyou Personnel Department. All completed county applications received in our office by the deadline shown above will be considered. Faxes will be accepted at (530) 842-8013 provided original material is mailed immediately. The experience section of your application should document your qualifications as they pertain to the required knowledge and abilities. Resumes may be attached but are not accepted as a replacement for any part of the county application. A panel will review applications and select for interview those individuals who appear to possess the most relevant education, training, and experience to appear for an oral interview. *Applicants who anticipate a scheduling conflict with the dates listed above should notify Personnel Services in writing at the time of submitting their application. Those achieving a qualifying score at the oral interview will have their names placed on an eligibility list from which present and future vacancies will be filled. Individual eligibility on this list may last for up to one year. Applicants may be subject to a pre-employment background investigation (fingerprinting) and/or drug screening.