COUNTY OF SISKIYOU

DEADLINE
5:00 p.m.
June 3, 2016

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

POSITION
Deputy Director of Planning
Eligibility List

JOBS ANNOUNCEMENT

SALARY
$5,853 - $7,115/mo
*The County currently participates in CalPERS retirement & social security, Your paycheck may have a variety of other deductions based on your health plan option, status, and bargaining unit.
Interview Date To be determined

Description
Under general, administrative direction plan, organize, direct, and manage the overall functions and staff of the County’s Planning Division; provide highly responsible and technical staff support for the Board of Supervisors and Planning Commission; serve as staff for Siskiyou LAFCo and the Local Council of Governments; and to do related work as required.

Knowledge of
General theory, principles, and practices of land use planning and their application to a variety of planning problems. Laws, rules, regulations, and policies affecting land use and zoning. Purposes and procedures of public planning agencies, boards, and governing bodies. Research methods and statistical analysis. Environmental impacts of changes in land use. Graphic illustration and presentation. Computers and software used in professional planning work.
Budget development and control. Principles of project planning, development, coordination, and direction. Principles of public administration, management, staff supervision, employee training, and work evaluation.

Ability To (at entry):
Manage directly and through staff complex current and advanced planning projects; Conduct and direct through staff research on highly complex planning-related issues, evaluate project alternatives, develop sound recommendations, and prepare and oversee the preparation of technical staff reports; Interpret, apply and explain laws, codes, regulations and ordinances to the public and other staff; Make effective public presentations of information and controversial subjects to citizen groups, appointed commissions and elected boards; Effectively represent the department and the County in meetings with governmental agencies, community groups, individuals, business and other organizations; Direct, manage and review the work of the entire Planning Division; Use standard computer software such as Word, Excel, PowerPoint and Access and specialized computer software such as GIS; Set expectations, monitor, and manage the customer service delivery for the entire Division; Develop, negotiate, and monitor contracts and budgets; Prioritize work assignments and resolve scheduling conflicts; Identify customer service delivery issues and develop and implement solutions; Understand and distinguish important details against comprehensive objectives; Respond readily to changing priorities and circumstances; and Maintain a positive can-do attitude at all times.

Training and Experience:
Five years of responsible work experience in performing professional planning work, including at least one year in a supervisory or management capacity.

Education equivalent to graduation from an accredited college or university with major work in planning, or a closely related field, is highly desirable.

Special Requirements:
Possession of, or ability to obtain, an appropriate California Driver’s License.

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 work 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. 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.

COUNTY OF SISKIYOU PERSONNEL DEPARTMENT
PO Box 750 ~ 1312 Fairlane Rd ~ Yreka, California 96097
(530) 842-8006 ~ www.co.siskiyou.ca.us
An Affirmative Action/Equal Opportunity Employer ~ We welcome applicants of any race, religion, or ancestry
Open: 5/6/16 Closes: 6/3/16