



Invites you to apply for the position of
SENIOR PLANNER

\$106,356 - \$141,816 annually, plus excellent benefits

APPLICATION CLOSING DATE:
Friday, November 17, 2017, 5:00 p.m.

If you are interested in pursuing this exciting career opportunity, there are **four (4) required items that must be submitted with your application** in order for you to be considered:

- **A completed City of Gilroy/CalOpps online application and supplemental questionnaire.**
- **A Cover Letter that explains your specific interest in this position with the Gilroy Community Development Department, Planning Division.**
- **A detailed resume that highlights your related skills and experience.**
- **A list of five work-related references with contact information.** (*Note: references will not be contacted without candidate's authorization and this step is not completed until after the interview process.*)

*There are several ways to submit the above required items: they may be uploaded as pdf attachments to your on-line application, mailed, or dropped off at the Human Resources Department.

ABOUT THE POSITION

The City of Gilroy is currently recruiting for two Senior Planners. The goal for the Community Development Department is to provide current and long term community planning services in conformance with the Gilroy General Plan and consistent with city council direction to enhance the design and livability of residential neighborhoods, commercial areas and industrial zones within the city's urban sphere and promote sustainable development.

GENERAL DESCRIPTION:

Under the general supervision of the Planning Division Manager, performs high-level professional planning duties using independent judgment in making decisions. The Senior Planner may be assigned the full responsibility for particular projects, or phases of planning work, at all levels of the planning process. They will perform related duties and functions as required; such as project initiation, preparation, analysis, development, stakeholder coordination, environmental review, presentations, implementation, and enforcement, and may act on behalf of the Planning Division Manager or Director of Community Development in their absence.

In addition, the Senior Planner may mentor junior level staff and supervise technical, professional, and administrative staff, process various planning entitlement permits, lead weekly Technical Advisor Committee/Development group (TAC/DRG) meetings, and provide assistance and support at the public counter.

Anticipated First Year Projects:

- High speed rail station area plan
- Downtown Specific Plan update
- Citywide Historic Resources Survey
- Other process improvements, as identified in the departmental organization review

IDEAL CANDIDATE

The “ideal candidate” for this position will:

- Be well-versed in processing planning entitlements, with considerable environmental analysis experience and compliance with CEQA (California Environmental Quality Act).
- Be detailed oriented and possess good time-management skills to handle a variety of assignments and deadlines in an extremely busy work environment.
- Have the ability to conduct thorough analyses on complex issues and distill information into a comprehensive report and plan of action is critical.
- Be an effective communicator (verbally and written) and follow through are key factors for this position.
- Be flexible and able to attend evening weekend meetings, as typically required for Planning Commission, City Council meetings and community meetings.
- Be able to work cohesively with the planning team and maintain consistency with the Division’s implementation of regulations and policies.
- Have experience working with community groups on complex and potentially controversial issues.
- Have knowledge of process for preparing and adopting general plan amendments and/or specific plans.
- Have working experience with LAFCO.
- Exercise independent initiative and responsibility for current and/or advanced planning programs and projects.
- Have the ability to present complex, technical information in an understandable way to customers, commissioners, community groups and others.

EXAMPLES OF DUTIES:

- Accept applications, prepare research documents, perform site inspections and prepare staff reports and recommendations for planning applications. Review and sign off construction plans for land development projects.
- Review and sign off business licenses, home occupation permits, sign permits, demolition permits, and temporary use permits.
- Facilitate the preparation of environmental documents and direct consultants in preparing environmental impact reports.
- Supervise technical, administrative, and professional staff.
- Negotiate and facilitate the preparation of development agreements, reimbursement agreements, economic incentives, and other related agreements as necessary.

- Meet with and advise developers and the general public concerning the City's General Plan, Zoning Ordinance, development policies, codes, and other planning related policies.
- Prepare maps, charts and other graphic materials for staff reports, public meetings, displays and other reference materials.
- May facilitate zoning code enforcement work, including investigation of citizen complaints, field checks, issuance of correction notices and citations, and court appearances.
- Present staff reports at Planning Commission, City Council, and special study sessions as needed.
- Participate in and facilitate training programs and other related work as required.
- Prepare City procedures, policies, and ordinances.
- Represent the City on, or serve as staff to, various City, County, and regional committees and task forces.
- Participate in Emergency Operation Center (EOC) and exercises and training.
- Interpret codes and procedures in unusual situations without supervision, and issue minor permit approvals as a representative of the Planning Division Manager.
- Manage the Planning Division in the absence of the Planning Division Manager.
- Oversee the advance planning function of the department.
- Prepare, sign, administer and supervise consultant contracts.
- Perform related work as required.

QUALIFICATIONS

EDUCATION/EXPERIENCE:

Any combination of education and experience equivalent to:

- A Bachelor's degree in planning, public or business administration, landscape architecture, economics, or a related field. A Master's Degree is preferred but not required.
- Work experience equivalent to three years as a Planner II with the City of Gilroy, or five years with another agency. Transportation planning experience is desirable.

Additional Requirements:

- Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle (s).
- Pass a post-offer medical examination, which includes a drug test.
- Pass a background check and Department of Justice criminal record check for employment.
- Prefer non-tobacco user.

COMPENSATION, BENEFITS, AND ADDITIONAL INFORMATION

Health Allowance and Flexible Benefits Plan

Depending upon the number of dependents the health allowance ranges from \$736.02 to \$1,943.68 per month for core health benefits. Subject to specific rules, a cash back program is also available with proof of other medical coverage. City employees participate in the PERS Health Program, and may choose their medical coverage from a variety of providers. The City's flexible benefits plan includes medical and dental coverage as core benefits. A range of optional benefits including vision care and medical and dependent care accounts are also available. A term life insurance policy equal to annual salary, long-term disability plan, and an employee assistance plan are provided at City expense.

Other Benefits

The City currently offers the PERS 2.5% at 55 pension plan for "classic" members and 2% at 62 for "new" members. Currently, the city pays the full employer portion of the retirement contribution for "classic" members and 50% of the total normal cost for "new" members. The "classic" member contribution of 8% is a pre-tax payroll deduction in lieu of social security; "new" members shall pay 50% of the total normal cost as set by CalPERS. Anyone hired on or after January 1, 2013 will be subject to the applicable provisions, retirement formulas, and plan benefits/restrictions associated with the Public Employees' Pension Reform Act of 2013. Also, the reportable CalPERS 2017 annual compensation limit for "new" members working for a non-social security agency is \$142,530.

Vacation, Sick Leave, Holidays

Annual vacation ranges from two to four weeks per year, based on years of service with the City of Gilroy. Employees accrue eight hours of sick leave each month. Exempt employees receive 44 hours of personal leave time and 56 hours of administrative leave time in July of each fiscal year which must be used during the fiscal year. The City observes 10 paid holidays each year.

Medicare/Social Security

Employees participate in Medicare (1.45% for both the employer and employee) as this is a mandated federal program. City of Gilroy does not participate in Social Security.

Payroll

All City employees are paid monthly, on the last business day of each month, via direct deposit.

Representation

Persons appointed to this position are covered by the Gilroy Management Association (GMA) Memorandum of Understanding and Supplemental Agreements. Employees have the option to join GMA membership.

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questionnaire for this position is part of the on-line application form for this recruitment on Calopps.org (Member City: Gilroy). You must file your responses via the on-line application process.

Supplemental Questions:

1. Please describe your experience preparing, evaluating, or managing environmental documents. Provide two specific examples, with an emphasis on your specific assigned duties.
2. Describe the most complex project or contract you have managed. Include the issues, controversy, and outcome.

3. If you have processed an urban service area amendment and/or annexation request, please describe your role and experience.
4. Describe experience you have coordinating with other regional planning agencies.
5. Describe your work experience that has included training, leading and supervising the work of others.

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, there are **four (4) required items that must be submitted with your application** in order for you to be considered:

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City Application Form – Candidates must complete the CalOpps City of Gilroy application form for the position of Senior Planner and submit on line. Please prepare attachments prior to completion of the CalOpps application so that you may upload and attach them to your CalOpps submittal.

Once you have the above items ready to upload, you can either scan them as pdf files and attach them to your CalOpps on-line application and submit them electronically OR, if you do not have access to a scanner, you will need to mail in the application attachments to the City of Gilroy Human Resources Department for attachment to your application. ***These forms must be submitted electronically with your CalOpps application or must be received by mail by the Gilroy Human Resources Department to be included with your online application.***

Apply Online:

1. Go to <http://www.calopps.org>.
2. Click on “Member Agencies”
3. Click on the “City of Gilroy”
4. Scroll down until you see “City of Gilroy Job Openings”
5. Click on desired job title
6. Click on “Apply”
7. Click on “Create a Profile”

Or mail them to:

**City of Gilroy
Human Resources Department
7351 Rosanna Street
Gilroy, CA 95020**

NEXT STEPS

This position is open until Friday, November 17, 2017, 5:00 p.m. Only the most qualified applicants with the most relevant experience, education and training will be invited to continue in the examination process. Candidates identified for further consideration will be required to submit criminal conviction information via a supplemental questionnaire. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, required medical evaluation/testing, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

**THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND
SUPPORTS WORKFORCE DIVERSITY.**