



CITY OF LA VERNE

3660 D Street, La Verne, California 91750

ASSISTANT PLANNER

MONDAY-THURSDAY, EVERY FRIDAY OFF

SALARY RANGE:

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$52,914	\$55,559	\$58,337	\$61,254	\$64,317

Social Security (FICA) taxes are not deducted as the City of La Verne participates in CalPERS in lieu of the Social Security system. Excellent benefit package, including up to \$1,700 monthly toward family medical coverage.

HOURS:

The salary is based on a 36-hour work week, 8 a.m. to 6 p.m., Monday through Thursday.

THE POSITION:

Under the supervision of the Community Development Director and Principal Planner, the Assistant Planner performs professional level work in the fields of planning, environmental analysis, and housing.

QUALIFICATIONS:

Experience and Education: To apply, applicant must have completed a bachelor's degree program at an accredited college or university with major coursework in planning, architecture, or a related field. One year paid experience in a professional City planning capacity is desired.

Knowledge of: Principles and practices of urban planning, including site planning and architectural design, current literature, information sources and research techniques in the field of urban planning; knowledge of state laws underlying general plans, zoning and land divisions; knowledge of environmental laws and practices; analytic, written, verbal and graphic skills; effective communication with the general public and other professionals.

SELECTION PROCESS:

Candidates with qualifications that satisfy the desirable qualifications above will be invited to participate in a competitive examination process that will include the following phases:

<u>PHASE</u>	<u>WEIGHT</u>
Written examination (if necessary)	Qualifying
Appraisal Interview	100%
Medical examination (including drug screen)	Qualifying

Appointments are subject to a 12-month probationary period.

APPLICATION PROCESS: City of La Verne Application form and résumé must be submitted to the Personnel Office by **5 p.m., Thursday, October 26, 2017.**

The City also provides an excellent management benefits package, which includes:

BENEFITS

- 4-day, 36-hour work week; Monday through Thursday
- Paid medical insurance plan covering all dependents, including up to \$1,700 monthly toward family medical coverage
- Contribution toward dental plan premium
- Classic PERS members—CalPERS Formula 2.5% @ 55 (Employee contribution 8% annual salary)
New CalPERS members: CalPERS Pension Reform Formula 2% @ 62 (Employee contribution 6.25% annual salary)
- City-paid life insurance benefit
- 2.8 to 5 weeks of vacation per year depending on years of service
- Administrative leave at the discretion of the department head
- Eleven (11) paid holidays per year
- Accrual of 8 hours of sick leave per month
- City-paid long-term disability plan
- \$1,700 tuition reimbursement for job-related courses

As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application.

Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution.

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sexual orientation, gender, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise. The City of La Verne hires only United States citizens or lawfully authorized aliens.

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.

PERSONNEL OFFICE (909) 596-8726
www.cityoflaverne.org
Equal Opportunity Employer