



# CITY OF LAGUNA NIGUEL

30111 Crown Valley Parkway, Laguna Niguel, CA 92677 / (949) 362-4300

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**Career Opportunity: Assistant Planner, Full-time**  
**Salary: \$5,247 - \$6,559 per month plus excellent benefits**

**Filing Deadline: 5:00 P.M., Friday, November 9, 2018**

The City is currently recruiting for one full time Assistant Planner. Under general supervision, an Assistant Planner performs professional planning duties related to current and/or long range planning projects, reviews plans and assists the public with planning policy and regulation inquiries. The Assistant Planner provides technical support to management staff, performs plan check reviews for conformance with City standards and prepares technical documentation related to development plans and/or applications.

The ideal candidate will demonstrate exceptional interpersonal and communication skills with a commitment to developing collaborative working relationships with both staff and the public. The selected individual will be dedicated to providing excellent customer service even when encountering challenging customer situations, possess the ability to work well independently and in a team environment, complete a variety of projects and tasks in a timely manner, and respond to work related issues with a flexible problem solving orientation.

## **Examples of Duties:**

*Important responsibilities and duties may include, but are not limited to, the following:*

- Assist the public at the planning information counter, on the phone, and via email; advise and confer regarding zoning, land use, submittal processes, City development policies and standards, and other related issues.
- Plan check review of residential, commercial and industrial development proposals, plans and applications for issuance of zoning clearance; review for compliance with applicable regulations and policies.
- Review, analyze and process ministerial permits, such as wall signs, temporary use permits, and home occupation permits.
- Under direction, function as project manager on increasingly complex discretionary planning applications by coordinating with project applicant team, other City departments, and outside agencies.
- Perform background research, develop conclusions and provide recommendations.
- Prepare a variety of written communications and visual graphics/presentation material.
- Perform administrative functions for the department as needed.
- Under direction of the Planning Manager, assist in the training of the Planning Intern(s).
- Attend meetings, conferences, workshops, and training sessions, attend and participate in professional group meetings; stay up to date on current planning trends, topics and innovations.
- Conduct site visits and field investigations.
- Perform related duties as assigned.

## **Typical Qualifications:**

### **Knowledge of:**

- Principles and practices and procedures related to City and regional planning, development and zoning administration.
- Site planning design principles as they relate to planning review.
- Researching and reporting methods, techniques and procedures.
- Recent developments, current literature, research methods, and sources of information related to planning and zoning.
- General requirements of the California Environmental Quality Act (CEQA) and a General Plan.
- Modern office methods, procedures, and computer equipment, including software necessary for word processing, graphic presentations, and database management, such as Microsoft Office.
- Effective project management techniques.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective written reports.
- Basic working knowledge of ESRI ArcMap Geographic Information Systems (GIS) and ArcGIS Online including: map production, property notification labels, creation and maintenance of GIS data, publishing services and authoring online maps is desirable.

### **Ability to:**

- Perform professional planning work under supervision.
- Read, understand and interpret architectural and construction plans.
- Read, understand and interpret land use and property development policies, regulations and standards.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective reports.
- Coordinate assigned activities with other City departments and outside agencies as necessary.
- Effectively use computer based word processing and database programs.
- Meet attendance and punctuality guidelines.
- Apply feedback and accept constructive criticism to improve performance.
- Attend after business hours public meetings as needed and work additional hours to complete pressing projects.

## **Experience and Training:**

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

- One year of professional planning experience, or an equivalent combination of training or experience.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, public administration, or a related field.

## **Physical Demands:**

*The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand, sit, and walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, talk, and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles. The noise level in the work environment is usually quiet in the office and moderate in the field.

**Required License:**

Possession of a valid California Driver's License and an acceptable driving record.

**Application Procedure:**

A required City application form is found online at the City's website at [www.cityoflagunaniguel.org](http://www.cityoflagunaniguel.org). Applications must be filled out completely and must show that the minimum qualifications are met. Completed City applications and supplemental questionnaires should be submitted to [Hresources@cityoflagunaniguel.org](mailto:Hresources@cityoflagunaniguel.org) or in person to Human Resources at the address above. Based upon information presented on the applications, those applicants possessing the most suitable qualifications will be requested to continue in the recruitment process. All applicants will be notified by email of the results of the selection process.

**Special Notice:**

The City of Laguna Niguel recruits and hires without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an exceptional or implied contract and provisions contain herein may be modified or revoked at any time without prior notice or agreement.

The City of Laguna Niguel is a Drug Free Workplace, and complies with Federal Law; therefore the City prohibits the use of cannabis, including medicinal use, and all illegal drugs by employees and prospective workers.

**Note: Offers of employment are conditional upon successful completion of a job-related physical examination including drug screen.**

