



CITY OF LAGUNA NIGUEL

EMPLOYMENT OPPORTUNITY

ASSISTANT PLANNER

COMMUNITY DEVELOPMENT DEPARTMENT

FULL TIME

SALARY RANGE: \$5,651 - \$7,063 with excellent benefits

FILING DEADLINE: **Apply Immediately, Open Until Filled.**
First Review of Applications – July 30, 2021.

Laguna Niguel is a premiere master-planned community located in south Orange County, just minutes away from California's beautiful beaches and pristine coastline. The City is home to approximately 66,000 residents that enjoy a beautiful, safe, vibrant, financially secure, and dynamic community.

It is an exciting time for the City's Community Development Department. The Department is engaged in a multi-year plan that includes the completion of many important projects and initiatives that will ultimately lead to the full update of the City's General Plan. To provide assistance with accomplishing the multi-year plan and front-line departmental support in the Planning division, the City is seeking a dedicated and motivated planning professional with strong customer service and interpersonal skills. The ideal candidate will also possess a strong work ethic, thrive in a collaborative and fast paced environment, and be motivated to meet established goals, initiatives, and deadlines. Candidates possessing all of these qualities are invited to apply for the Full-time Assistant Planner opportunity in the City of Laguna Niguel Community Development Department.

EXAMPLES OF DUTIES:

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

- Receive and review zoning and variance requests, development proposals, and applications for compliance with appropriate regulations and policies.
- Research, analyze, and interpret social, economic, population, and land use data and trends; prepare written reports on various planning matters and elements of the general plan.
- Compile information, make recommendations, and prepare planning reports on special studies pertaining to land use and community development.
- Research, prepare, and present reports and recommendations for a variety of commissions, committees, and councils; make public presentations and recommendations on various aspects of the planning services and activities.
- Research, verify, update and draft ordinances for review; collect, record, and summarize statistical and demographic information.
- Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.
- Compile information and assist in the preparation of site plans for private development and civic buildings; review commercial, industrial, and residential development plans for code compliance; process development permit applications.
- Answer questions and provide information to the public regarding zoning, land use, and the general plan; investigate planning-related complaints and recommend corrective action.
- Participate in coordinating City planning activities with outside departments.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of urban planning and development.
- Research methods and sources of information related to urban growth, development, and planning.
- Modern office methods, procedures, and computer equipment.
- Applicable laws, codes, ordinances, and regulations including laws underlying general plans, zoning, and land divisions.
- General building and development practices as they relate to planning review.
- Site planning and architectural design.
- Computer systems in relation to planning functions.

Ability to:

- Learn laws, codes, and ordinances underlying general plans, zoning, and land divisions.
- Analyze and compile technical and statistical information and prepare reports.
- Learn to participate in a variety of public meetings by making presentations and recommendations on various aspects of the planning program.
- Respond to public requests and inquiries in a timely and professional manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING REQUIRED:

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:

- Directly related municipal planning experience is desirable.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, public or business administration, or a related field.

HOW TO APPLY:

A required City application form is found online at the City's website at www.cityoflagunaniguel.org. Applications must be filled out completely and must show that the minimum qualifications are met. Completed City applications and supplemental documents, including a resume and cover letter, should be submitted online via email to HR@cityoflagunaniguel.org, or in person to the Human Resources division at City Hall (30111 Crown Valley Parkway, Laguna Niguel). 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 NOTICES:

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.

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