



# CITY OF LAGUNA NIGUEL

## EMPLOYMENT OPPORTUNITY

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### SENIOR PLANNER

COMMUNITY DEVELOPMENT DEPARTMENT

FULL TIME

**SALARY RANGE: \$8,698 - \$ 10,873 with excellent benefits**

**FILING DEADLINE:**     **Apply Immediately, Open Until Filled.**  
**First Review of Applications – September 13, 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. The ideal candidate will be a leader who demonstrates a strong work ethic, supervisory skills, advanced professional and technical planning experience, 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 Senior 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:*

- Analyze, develop, and present recommendations on complex planning, zoning, and development proposals; provide technical expertise in the formulation of recommendations and review of development applications.
- Analyze the effects of new legislation dealing with land use, planning, or environmental issues on City development plans, programs and activities.
- Review and monitor the processing of all planning, zoning, and environmental permitting within the City.
- 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 the City Council; make public presentations and recommendations on various aspects of planning services and activities.
- Supervise and participate in the preparation of environmental documents, including Notices of Exemption, Initial Studies, Negative Declarations, and Environmental Impact Reports in accordance with the California Environmental Quality Act.
- Supervise and participate in the preparation and administration of various State and Federal grants.
- 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.

- Exercise direct supervision over City staff.
- 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:**

- Highly complex principles and practices of urban planning and development.
- Research methods and sources of information related to urban growth, development, and planning.
- Principles and practices of supervision, training and performance evaluation.
- Current practices related to municipal planning, urban growth and development and program administration.
- Methods and techniques of effective technical report preparation and presentation.
- Applicable laws, codes, ordinances, and regulations including laws underlying general plans, zoning, and land divisions.
- Modern office methods, procedures, and computer equipment.
- Site planning and architectural design.
- Computer systems in relation to planning functions.

### **Ability to:**

- Supervise, train and evaluate assigned staff.
- Interpret laws, codes, and ordinances underlying general plans, zoning, and land divisions.
- Analyze and compile technical and statistical information and prepare reports.
- Analyze site design, terrain constraints, circulations, land use compatibility, utilities and other urban services.
- Research, analyze, and recommend modifications to existing plans.
- Prepare and analyze technical and administrative reports, statements and correspondences.
- Participate in a variety of public meetings by making presentations and recommendations on various aspects of the planning program.
- Administer and evaluate contracts with outside consultants.
- 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.

## **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:*

- Three years of professional municipal planning experience, including some project lead supervisory experience.
- 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](http://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](mailto:HR@cityoflagunaniguel.org), or in person to Human Resources 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 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.**

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*30111 Crown Valley Parkway, Laguna Niguel, CA 92677*

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