



# COUNTY OF MONO

## JOB ANNOUNCEMENT

**FILING DEADLINE:**

FFD: until filled

Review: August 31, 2018

**Community Development****Assistant Planner***Bridgeport / Mammoth Lakes, California***SALARY**

64: \$24.05 – \$29.24/Hourly

The County of Mono is accepting applications for a full-time Assistant Planner in the Community Development Department, which has offices in Bridgeport and Mammoth Lakes. This position will work in coordination with and under the direction of the Director or designee.

**Definition:**

Under direct supervision, to perform professional planning assignments in the Planning Division of the Community Development Department; to participate in planning studies, permit processing, environmental reviews, community design, and general plan preparation; to assist with planning policy formulation and implementation; and conduct related work as required.

**Distinguishing Characteristics:**

This is the first working level in the professional Planner series. Incumbents receive relatively close supervision while performing basic planning assignments. Incumbents may provide lead direction to support staff. When sustained work proficiency has been demonstrated, incumbents are generally qualified for promotion to the Associate Planner level.

**Desirable Qualifications:****Knowledge of:**

- Functions and responsibilities of a public planning agency.
- Principles, techniques, and knowledge of land use planning.
- Computer applications related to planning and land use.
- Current trends in land use planning, environmental regulations and community design.
- Research and statistical methods.
- Environmental impacts of changes in land use.
- GIS, graphic illustration and presentation.
- Customer service.

**Ability and willingness to:**

- Learn and enforce Federal, State, and local laws, rules, and regulations related to planning and land use activities.
- Assist with planning studies and environmental reviews.
- Collect, compile, and analyze technical, statistical, and other information related to public planning.
- Assist with and prepare planning and land use reports.
- Read and understand laws, ordinances, general plan elements, environmental impact statements, and other documents related to community planning and land use.
- Operate a personal computer and learn to use appropriate software in the performance of professional planning work.
- Effectively represent the Planning Division and the Community Development Department.
- Establish and maintain cooperative working relationships.
- Provide front counter service.
- Maintain confidentiality.

**Typical Working Conditions and Physical Requirements:** Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds unassisted and greater than 25 pounds with assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, copiers, and FAX.

**Minimum Qualifications:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be: Equivalent to graduation from a four-year college or university with major work in planning, or a closely related field. Experience equivalent to that of a Planning Technician with a government agency may be substituted for the required education on a year-for-year basis. A certificate in planning or a professional certificate in a related field may be substituted for the bachelor's degree.

**Special Requirements:** Possession of a driver's license valid in California.

**Application Process:** For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Human Resources Employment Opportunities website: [www.monocounty.ca.gov](http://www.monocounty.ca.gov)

**All completed County applications** received in our office will be considered.

**COUNTY OF MONO****COUNTY ADMINISTRATIVE OFFICE / HUMAN RESOURCES**

P.O. Box 696 ~ Bridgeport, California 93517

(760) 932-5442 ~ (760) 932-5411 (FAX) ~ [www.monocounty.ca.gov](http://www.monocounty.ca.gov) hr@mono.ca.gov

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