



# Career Opportunities

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**City of San Gabriel**

425 South Mission Drive ♦ San Gabriel, California 91776  
P. O. Box 130 ♦ San Gabriel, California 91778-0130

## **ASSISTANT PLANNER** **Community Development Department** **(O P E N)**

**THE CITY:** The “Birthplace of the Los Angeles Region”, San Gabriel is the site of Mission San Gabriel, the 4<sup>th</sup> mission established in the chain of 21 California missions and founded in 1771. San Gabriel values and celebrates its history, culture and diversity. This is an exciting opportunity to perform community building in an environment whose mission is to deliver the best, cost-efficient municipal service, and create a community that future generations will be proud of and enjoy. Incorporated April 24, 1913 as a general law city, San Gabriel is 4.1 square miles, with a population of approximately 40,000 residents.

**SALARY/BENEFITS:** \$4,568 – \$5,547/per month. The City pays the employer and employee required contribution to the Public Employees’ Retirement System (PERS) for the 2.7% @ 55 plan. The City has an outstanding medical insurance program for active and retired employees. Benefits include a cafeteria-style medical plan, education reimbursement, plus dental, vision, paid life and group disability insurance, sick leave, vacation, and holiday time.

**POSITION:** The Assistant Planner is an entry-level, professional position in the Community Development Department. Under direction, performs professional current and long-range planning duties of moderate difficulty. This is an exceptional opportunity for a self-motivated individual to participate in a multi-faceted department embracing planning and design, economic development and redevelopment, and engineering.

**TYPICAL TASKS:** The Assistant Planner provides public assistance concerning land use, environmental and development matters; prepares professional research and staff reports for the Planning Commission, Design Review Commission, and City Council. The Assistant Planner also reviews projects for zoning compliance, design and environmental issues and supports the department’s ongoing initiatives in historic preservation, advance planning, housing, sustainability, and development code revisions. Availability to work flexible and extended hours as needed is required.

**QUALIFICATIONS:** ***Experience and Education:*** Any combination of experience and education equivalent to a four-year degree in urban and regional planning, redevelopment, or a related field, and one year of urban planning or related professional experience. Possession of a Bachelor of Arts degree in Planning or equivalent from an accredited institution is desired. Must have excellent writing skills and be an effective communicator (written, graphic and oral) and show capability to develop facilitation, project management, critical thinking, and conflict resolution skills. Initiative, independent judgment and organizational skills sufficient to provide staff support to the Planning and Design Review Commissions. Skill with Windows-based programs such as MSWord, Excel, and Power Point required.

***License:*** This classification requires the use of a vehicle. Possession of or ability to obtain a valid Class “C” California Drivers License and maintain a satisfactory driving record is required.

**DESIRABLE TRAITS:** Bilingual capability in Chinese, Vietnamese or Spanish. Skill with Page Maker or Publisher.

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**APPLICATION PROCESS:** A completed City of San Gabriel employment application and resume are required. All applications and resumes will be screened. Applicants who are determined to possess the qualifications most closely suited to the City's needs will be invited to continue in the selection process which includes an oral examination and may include a written exercise requiring computer skills.

Candidates considered for employment must pass a pre-employment medical examination, which includes drug/alcohol screening. **NOTE:** The City of San Gabriel maintains a drug, alcohol and smoke-free work environment. The City enforces a zero tolerance policy relating to substance abuse.

**APPLY BY: 5:00 p.m., Friday, August 27, 2010.** Applications can be obtained from the Personnel Department, San Gabriel City Hall, 425 S. Mission Drive, San Gabriel, CA 91776, 626/308-2804 or at [www.sangabrielcity.com](http://www.sangabrielcity.com). **Postmarks are not accepted and the City assumes no responsibility for failure to deliver by mail carrier.**

**ACCOMMODATION:** Applicants with legal disabilities, who require special testing arrangements, must contact the San Gabriel Personnel Department at least five (5) days prior to the examination date. The City of San Gabriel does not discriminate against minorities, women or persons with mental or physical disability.

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**AN EQUAL OPPORTUNITY EMPLOYER**