



The Community Development Department is seeking a seasoned hands-on planner to provide technical oversight and management of complex entitlement and policy applications. The Senior Planner will work closely with developers, staff, and the community to manage many projects and processes. This position will prepare and present reports to the City Council, Planning Commission, and the general public; serve on committees related to land use issues; conduct environmental impact studies and reports; conduct plans examination; plan, assign, coordinate, supervise, and review the work of professional planning staff and others in the preparation, revision, and administration of general plans, zoning ordinances, environmental compliance (CEQA/NEPA), and development regulations. The City currently uses Contract Planners and an Associate Planner for managing entitlement applications and the new Senior Planner will be the City's only Senior Planner on staff. The City expects to continue to use Contract Planners to supplement staff as needed.

### Key Projects

Initially, the Senior Planner will take the lead on two important projects that will shape the future of American Canyon: the Paoli/Watson Lane Annexation the comprehensive General Plan Update, and discretionary development applications.

The Paoli/Watson Lane Annexation encompasses approximately 80 acres east of Highway 29. The project includes a General Plan Amendment, Rezoning, Environmental Review, extensive resident outreach, and coordination with Napa County and the Napa County LAFCO.

The General Plan was initially adopted in 1994. The Land Use Element has been revised and the Housing and Circulation Elements have been updated. The General Plan needs to be comprehensively reviewed and updated to reflect current community goals and State law.

American Canyon continues to grow and, after completion of these projects, the City will continue to attract development of all types. The Senior Planner will take a lead role to implement the Watson Ranch Specific Plan, General Plan, discretionary projects throughout the City and the Broadway District Specific Plan.

### Job Requirements

**Experience:** Two years as an Associate Planner or 4 years of increasingly responsible experience in professional urban planning with one year of supervisory experience.

**Education:** A Bachelor's degree from an accredited college or university with major in planning, environmental studies, political science, public administration, or closely related field.



**Additional Requirements:** Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

**Probationary Period:**

The Senior Planner has a probationary period of twelve (12) months as the initial probationary period (initially hired into the City) or six (6) months as the promotional probationary period (when promoted from one City job class to another City job class).

**The Selection Process**

Based on a review of qualifications and the supplemental application, applicants determined to be the most qualified will be invited to an initial interview which may include a written exercise. The City will invite the top candidates for a final interview with the Community Development Director and City Manager.

Prior to providing a Conditional Offer of employment the City will conduct a reference check including but not limited to the verification of employment history and education. After a Conditional Offer of employment is made, applicants will be required to complete and pass a pre-employment physical. Additionally all Conditional Offers of employment are made and contingent upon successful completion of Livescan Fingerprinting.

Veteran’s Preference- view City Policy at <http://www.cityofamericancanyon.org/city-departments/administrative-services-human-resources/job-opportunities>

Candidates requesting veteran’s preference will be required to provide a copy of U.S. Government Form DD 214 “Certificate of Release or Discharge from Active Duty” to Human Resources before the filing deadline for the position applied for.

To Apply

Candidates must complete an online application **by 5pm, Friday, May 25, 2018.**

To apply, please visit: **[www.cityofamericancanyon.org](http://www.cityofamericancanyon.org)**