



## City of Hayward – Associate/Assistant Planner

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### THE POSITION

This position performs professional planning duties related to current and/or long-range planning, including neighborhood planning, demographic or housing analysis, code amendments and land use studies; reviews plans and explains policies and regulations to the public; and provides technical support to management staff.

### DEFINITION

To perform professional planning duties related to current and/or long-range planning, including neighborhood planning, demographic or housing analysis, code amendments and land use studies; to review plans and explain policies and regulations to the public; and to provide technical support to management staff.

### DISTINGUISHING CHARACTERISTICS

Assistant Planner - This is the entry-level class within the professional Planner series. This class is distinguished from the journey level by the performance of more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees have only limited or no directly related professional planning work experience. Employees work under general supervision while learning job tasks.

Associate Planner - This is the journey level class within the professional planning series. This class is distinguished from the Assistant Planner by assignment of the full range of professional planning duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Incumbents may advance from the Assistant Planner to the Associate Planner level based on a recommendation by their supervisor and approval from the Director of Development Services or designee. Advancement may result after the incumbent gains sufficient knowledge and experience in professional Planning work, as well as City and departmental practices and procedures, to be able to consistently perform the work of the higher classification.

This class is distinguished from that of the Senior Planner, which is an advanced journey level class responsible for more complex and difficult planning projects and programs and exercises direct supervision over assigned staff.

Essential Duties:



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Duties may include, but are not limited to the following:

Research, analyze and interpret social, economic, population and land use data, trends and reports.

Prepare and present written reports on various planning matters such as elements of the general plan, neighborhood plans, demographic or housing analysis, code amendments, and miscellaneous land use studies.

Prepare and/or monitor preparation of environmental documents including environmental analyses of development impacts and related preparation of negative declarations and/or environmental impact reports; work with consultants in facilitating preparation of environmental impact reports and related findings and documentation.

Review building, site and architectural plans, use permits, zone changes, variances, development proposals, applications and other related documents for conformance to City standards and other applicable state and federal rules and regulations; serve as primary point of contact to developers and property owners in meeting these standards.

Prepare and update maps, graphs and other graphics for use in reports and public presentations.

Review and analyze development proposals and work with developers, the public and other agencies regarding various land use permits, general plan amendments, and zone changes.

Provide information to the public, developers, public officials and staff members about land use matters to clarify and assure conformance to city and state policies and regulations regarding zoning and other development controls, acceptable development proposals, compatibility with adopted plans and environmental impacts.

Make presentations to the Planning Commission, City Council, and other interested parties regarding land use applications, general plan amendments, zoning changes, code amendments, and special studies.

Analyze, interpret and apply regional, state, and federal regulations.

Coordinate ongoing planning related programs or projects involving multi-department and multi-jurisdictional cooperation; provide professional planning guidance in responding to questions or inquiries.

Attend and serve on intra-departmental and inter-agency planning committees.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

A complete job description and list of duties can be found at [www.hayward-ca.gov](http://www.hayward-ca.gov)

### JOB RELATED AND ESSENTIAL QUALIFICATIONS

#### Knowledge of:

- Laws, principles, and practices relating to general plans, zoning and environmental procedures, and green building and sustainability.
- Principles and practices of site planning.
- Research techniques, analysis methods and current literature related to urban planning, land use data and related trends.
- Architectural design principles and practices.
- Pertinent local, state and federal laws, ordinances and rules related to land use and planning law.
- Political processes and governmental operations of state and local governments.
- Modern office procedures, methods, and computer equipment and software.
- English usage, spelling, punctuation, and grammar.
- Principles and practices of project management.
- Principles and practices of work safety.

#### Ability to:

- Perform professional planning duties related to urban planning and development.
- Analyze and compile technical and statistical information and prepare reports.
- Interpret and explain planning and zoning programs, policies and procedures to City staff, the general public, and other interested parties.
- Operate a personal computer with proficiency and familiarity, including use of word processing, spreadsheet, database, mapping, internet, and visual presentation programs.
- Prepare concise, comprehensive and understandable written reports, studies, and other written materials.
- Exercise initiative and independent judgment in sensitive situations; research, problem solve, and negotiate.
- Prepare and present oral and visual presentations to a variety of internal and external customers.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, orally and in writing.

Minimum Qualifications:



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### EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### Assistant Planner

Experience: No professional experience is required; one (1) year of technical planning experience is desired.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in planning, environmental studies, architecture, or a related field.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License. Membership in the American Planning Association (APA) is desirable.

#### Associate Planner

Experience: Two (2) years of responsible experience performing duties similar to that of an Assistant Planner with the City of Hayward.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in planning, environmental studies, architecture, or a related field. A Master's Degree in urban planning or related field is desirable and may be substituted for up to one (1) year of the required experience.

Licenses and Certificates: Possession and maintenance of a valid Class C California

Driver's License. Membership in the American Planning Association (APA) and American Institute of Certified Planners (AICP) is desirable.

Supplemental Information:

PROBATIONARY PERIOD: One (1) Year

### **SELECTION PROCEDURE**

Candidates must submit a completed City of Hayward job application with license and copy of transcript (if applicable) and responses to the Supplemental Questionnaire **which fully describe the nature of their professional experience and qualifications.** *Applications submitted without all required materials will not be considered.*

Based on the information provided, employment applications will be reviewed for minimum qualifications. Those best qualified may be invited to the next phase of the process, which may include an oral, practical, written examination and/or supplemental questionnaires reviewed by subject matter experts.

The examination process will result in a ranked eligible register of candidates for hiring consideration by the department derived from any of the exam processes mentioned above. Actual hire depends on success in the departmental selection process.

Candidates under final consideration for employment with the City should expect to undergo an employment background/reference check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan Fingerprinting.

***Applicants will be notified electronically via Government Jobs as to their status in the selection process. It is the responsibility of the applicant to ensure they can receive email notice from Neogov/Government Jobs and the City of Hayward.***

### **Date Of Examination(s):**

**Oral Panel Interviews - Week of March 21, 2021**

**The City of Hayward reserves the right to modify the selection process as necessary to conform to administrative or business necessity.**

### **APPLICATIONS**

**Candidates are encouraged to apply online at [www.hayward-ca.gov](http://www.hayward-ca.gov) under the Current Vacancies tab or at [www.GovernmentJobs.com](http://www.GovernmentJobs.com). Paper applications can be obtained by emailing the Human Resources Department at [employment@hayward-ca.gov](mailto:employment@hayward-ca.gov). Office hours are Monday through Friday, 8 a.m. to 5 p.m.**

Apply prior to the closing time of the job announcement and allow at least one (1) hour to submit your application if you are a new user to the system. Our on-line application system is provided by Government Jobs. If you have problems while applying online, please contact the Government Jobs Help Desk at (855) 524-5627.

*The City of Hayward is an Equal Opportunity Employer*