



Tucked away in the foothills of the Santa Cruz Mountains of California, Saratoga is an attractive residential community with a population of approximately 30,000 known for its excellent schools and prestigious neighborhoods. The community's historic downtown district, known as "The Village", has distinctive dining, unique shops, and numerous buildings dating back to the late 1800's and early 1900's. The Village is an attraction for resident and visitors alike wishing to enjoy excellent food, spa experiences, and unique shops. Saratoga also serves as a respite from the hustle and bustle of Silicon Valley and is home to Montalvo Arts Center, the Mountain Winery, and Hakone Gardens, the oldest Japanese-style residential garden in the Western Hemisphere, maintained and run by the Hakone Foundation.

THE PROCESS

The application final filing date for this position is Thursday, March 22, 2018 at 5:00 pm. To be considered for this dynamic career opportunity, please apply online through www.calopps.org and click on the member agencies, followed by the City of Saratoga. As part of the online application process, please attach your resume and responses to the required supplemental questions (see last section below). Applications will be considered incomplete if the resume and supplemental questionnaire responses are not included with the online application.

THE POSITION

Planner I is the entry level class in the Planner series. This class is distinguished from the journey level class of Planner II by the performance of the more routine tasks and duties assigned to positions within the 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 may have only limited related professional work experience. Employees work under general supervision from technical, professional, or management staff.

TYPICAL DUTIES

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in the job description.

- Conduct studies and prepare reports related to mid-range and long-range planning projects.
- Evaluate and review development plans for compliance with policies, specifications and conditions of approval.
- Compile, update, and analyze data on land use, population, urban growth patterns,



economic and social trends, industrial development and other demographic data essential to land use planning.

- Assist in conducting analytical research investigations as assigned, regarding environmental or other planning related issues.
- Interpret zoning ordinances, development standards, city plans and policies regarding development for public inquiry.
- Process development applications and prepare Planning Commission reports.
- Represent the City in various public forums and agency meetings as assigned.
- Prepare reports, including findings and recommendations for management, boards and commissions; prepare maps and other graphic representations.
- Establish and maintain appropriate files, and prepare correspondence as required.
- Provide public information to callers and visitors related to planning activities.
- Assist in plan preparation, coordination, monitoring and other activities related to federal, state, and local housing programs.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

QUALIFICATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Bachelor's Degree from an accredited college or university with major coursework in Urban Planning, Environmental Studies, Engineering, Geography, or a related field.

Experience: One (1) or more years of experience as a Planning Technician and/or professional Planner.

Licenses or Certificates: Possession of a valid Class C California driver's license with an acceptable driving record at the time of appointment and throughout employment.

To view the complete job announcement, go to
<http://www.saratoga.ca.us/175/Employment-Opportunities>