



## Town of Moraga - Assistant Planner (Part-time)

The Town of Moraga is seeking an energetic and service-oriented Assistant Planner to join the Planning Department. The position offers a unique opportunity to work on a diverse array of assignments, including helping customers at the public information counter and reviewing building, administrative, and discretionary permits for compliance with complex regulations. This is an entry-level classification in the professional planning series. Initially, incumbents learn and perform a variety of techniques related to the interpretation, application and enforcement of the Town's land use regulations, including Zoning Ordinances and the General Plan.

Positions at this level usually perform most of the duties required of the position at the Associate level, but are not expected to function at the same skill level and exercise less independent discretion and judgement in matters related to work procedures and methods.

**First Review of Applications: August 19, 2019.**

**Please visit the CalOpps Website to apply:  
<https://www.calopps.org/moraga/job-19893869>**

### **QUALIFICATIONS:**

#### **Knowledge and Abilities**

- Knowledge of federal, state and local laws, and best principles and practices, related to planning, zoning, housing, transportation planning, environmental planning, and/or code enforcement including but not limited to California Planning and Zoning Laws, Subdivision Map Act and California Environmental Quality Act.
- Knowledge of Planning Terminology
- Ability to read and interpret architectural, development, site, landscaping, and construction plans.
- Knowledge of research methods employed in the collection, evaluation and presentation of data.
- Knowledge of and skill in applying principles and techniques of project management.
- Skill in collecting, analyzing, interpreting and understanding technical data and documents.
- Skill in planning, organizing and conducting studies.
- Skill in applying urban, environmental, housing, zoning and transportation planning principles and methods to local problems.
- Skill in communicating effectively in English both orally and in writing; making presentations; and preparing clear, concise and accurate written materials.
- Ability to understand and carry out oral and written instructions.
- Skill in establishing and maintaining effective working relationships with others.



- Ability to perform varied and responsible assignments involving the use of initiative and judgment under minimum supervision.
- Ability to provide lead direction and coordinate the work of other professionals.
- Ability to effectively utilize computer applications and technology related to the work.
- Ability to provide excellent customer service.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Generally, this will require:

- **Experience:** One (1) year of professional planning experience.
- **Education:** Bachelor's Degree from an accredited college or university in urban planning or a closely related field. A Master's degree may be substituted for experience.

**License or Certificate:**

A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

**The Town's outstanding benefit package currently includes:**

- Flexible work schedule with every other Friday off
- 80-240 hours annual vacation based on years of service (accrued on a prorated basis commensurate with work time (e.g. a half time employee would accrue vacation at half the full time rate)
- 11 observed holidays plus two floating holidays per year (prorated for part-time)
- 1 hour of sick leave accrual for every 30 hours worked
- Deferred Compensation program
- CALPERS retirement plan 2% @ 55 for Classic members; 2% @ 62 for new (PEPRA) members

Please note that the Town does not participate in Social Security.

**Applicants be mindful of the following schedule and reserve availability for interview dates:**

**08/19/2019:** First Review of Applicants

**09/05/2019:** Panel Interview

**09/5/2019:** Interview with Staff