



The award-winning Town of Windsor is located in Sonoma County and offers the highly acclaimed wine country experience, along with economic opportunity, temperate weather, safe and well-maintained streets and parks, and a beautiful location. The Town has a population of 27,000 and is situated 63 miles north of San Francisco and 20 miles east of the Pacific Ocean. Incorporated as a common law city in July 1992, Windsor provides a modern, relaxed lifestyle with a growing retail and industrial center for the North County. The Town is currently on a 4/10 work schedule from Monday through Thursday, and is closed on Friday, allowing employees more time to enjoy a work-life balance.

PLANNER I/II

Salary Range: \$31.21-45.13/Hour

DEFINITION

Under direct and general supervision, performs technical and professional planning work in the office and in the field related to current and advance planning, housing and affordable housing, economic development, environmental review and code enforcement, and related work as required.

PLANNER III

Salary Range : \$7,251.60 - \$9,056.25/Month

Under general supervision, performs technical and professional planning work in the office and in the field related to current and advance planning, housing and affordable housing, economic development, environmental review, code enforcement, and related work as required. Serves as lead planner for, or participates in, advanced highly complex and/or high-profile professional planning activities and projects.

CLASS CHARACTERISTICS

Planner I/II/III is a flexibly-staffed class series in the Planning Series. Advancement from the Planner I level to the II level, or the Planner II level to the III level is at the discretion of the appointment authority, provided that the following criteria are met: (1) the minimum qualifications and time-in-grade requirements, (2) demonstration of the ability to independently perform the full scope of the assigned duties. The Planner I classification is differentiated from the Community Development Technician classification in that the latter does not require the equivalent to graduation from an accredited four-year college or university with major coursework in planning or a related field and does not perform professional planning level work. The Planner II classification is differentiated from the Planner III classification in that the former does not generally provide supervision for professional, administrative and/or technical staff.

Planner I is the entry level class in the professional planning series. Work activities involve research, data collection and development, technical assignments, and assignments in current or advance planning or environmental analysis, which require the application of



fundamental planning principles. Assignments are generally limited in scope and within the design and procedural framework established by higher level employees. Planner I positions are normally considered to be entry-level positions. As assigned responsibilities and breadth of knowledge increase with experience, incumbents are expected to be performing at a journey level and may be eligible to advance to the next higher classification of Planner II.

Planner II is the journey level class in the professional planning series. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Planner I, or when filled from the outside, require two years of prior professional planning work experience. Work involves responsibility for the application of professional knowledge and skills to various planning problems and projects. Responsibilities include the preparation of specific reports and plans with opportunity for independent judgement in planning work details and making technical determinations. Work in this class is distinguished from that of the Planner I class by the greater complexity of the assignments received and by the greater independence with which the incumbent is expected to operate, and the responsibility of managing consultant contracts.

Planner III is the advanced professional level class in the professional planning series and is categorized as a management position. The Planner III position has a broad range of independence within policy and procedural limitations. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Planner II, or, when filled from the outside, require a minimum five years of professional level planning experience. The Planner III is expected to possess the full range of knowledge, abilities and experience required to perform the more difficult and complex work involving the application of professional planning principles and theory to various municipal planning and zoning issues. Individuals assigned to this classification are expected to work independently, complete complex and difficult projects, and perform higher level assignments, many of which have high public visibility. The Planner III does not directly supervise, but may provide technical direction to staff and serve in a lead capacity or as a technical expert in a particular area. Incumbents may also serve as staff liaison to boards and commissions, and represent the Town through direct participation in local or regional committees or forums. Planner III is differentiated from the Planning Manager classification in that the latter has responsibility for day-to-day management of the department's planning division and assisting with the development and implementation of departmental goals, strategies, practices and work programs.

Education and Experience:

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

Planner I:

Possession of a bachelor's degree or equivalent from an accredited educational institution



with a major in urban or regional planning, economic development or other closely-related field. Relevant work experience with a government agency may substitute for the educational requirement.

Planner II:

Same requirements as a Planner I and, either: two years of work experience as a Planner I with the Town of Windsor; or, three years of experience in professional planning work in development review, long-range planning, economic development or housing with a government agency or private consulting firm.

Planner III:

Same requirements as a Planner II and, either: three years of work experience as a Planner II with the Town of Windsor, or five years of experience in professional planning work in development review, long-range planning, economic development or housing with a government agency or private consulting firm. American Institute of Certified Planners(AICP) certification is desirable.

APPLICATION PROCEDURE:

A completed Town of Windsor application and supplemental questionnaire are required. Resumes will not be accepted without an application. Application materials will be accepted by the Town of Windsor Human Resources Division until Thursday, October 11, 2018, at 6:00 p.m. Closing date postmarks will not be accepted. To apply online visit our website at www.townofwindsor.com. You can also obtain application materials in person at Town of Windsor Civic Center 9291 Old Redwood Highway, Bldg 400, Windsor, CA 95492 Monday through Thursday, 7 a.m. to 6 p.m.