



The Town of Yountville seeks an energetic, enthusiastic and hard working local government professional to provide professional level management and administrative support to our **Planning and Buliding Department**. Yountville has a lean organizational structure and our employees exhibit a “can do” attitude while taking a “hands on” approach to deliver a high level of services to our 3,000 residents, visitors and business community.

If you are looking for a position where you will gain exposure performing professional level work in the planning field, code enforcement, project review and coordination, budget development and monitoring, purchasing and contract management, grant administration, interact with the public, work with elected officials and citizen advisory boards, and conduct good old research and analysis, we have a job for you. You must have initiative and be able to work in an active paced multi-disciplinary role and to bring energy and passion for public service to the job.

Experience/Education

Equivalent to a Bachelor’s degree from an accredited college or university in political science, business or public administration, public policy, urban planning, liberal studies or other field applicable to the responsibilities and requirements of the position. Possession of a Master’s degree in public or business administration is desirable.

Planning Manager

(Management Analyst I or II Job Classification Series)

\$6,449 - \$9,528 (Depends on Qualifications)

**Compensation package includes additional 7% deferred compensation match

Management Analyst I— Four years of progressively responsible public sector administrative support experience, at least two of which were at the professional level performing administrative, analytical and/or program management duties, preferably in a municipal government setting.

Management Analyst II—Two to three years of experience performing increasingly responsible professional administrative, analytical and/or program management duties directly related to the area of assignment, preferably in a municipal government setting.

Please visit www.townofyountville.com to download the job application and review the detailed brochure and job description. A first review of applications will be **April 5, 2019**. The final application deadline is **April 15, 2019**. Please submit your completed application, resume, cover letter and professional references to Julie Baldia, Human Resources, jbaldia@yville.com, 6550 Yount St., Yountville, CA 94599