



# Employment Opportunity

3660 D STREET, LA VERNE, CALIFORNIA 91750

## ASSISTANT/ASSOCIATE PLANNER

Open Competitive

SALARY RANGE:

Assistant Planner \$52,914 – \$64,317

Associate Planner \$58,337 – \$70,908

Application procedure: submit a one-page letter of interest and résumé by e-mail to [hr@cityoflaverne.org](mailto:hr@cityoflaverne.org). Application materials must be received **by 5 p.m., Wednesday, November 27, 2019**.

### THE POSITION

**Duties:** Under the supervision of the Community Development Director and Principal Planner, the Assistant Planner performs professional-level work in the fields of planning, environmental analysis, and housing.

### DESIRABLE QUALIFICATIONS

**Education and Experience:** Applicant must have completed a bachelor's degree program at an accredited college or university with major coursework in planning, architecture, or a related field. **Assistant Planner:** One year paid experience in a professional City planning capacity is desired. **Associate Planner:** One year paid experience in a professional City planning capacity is required. In addition, 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 two years of experience performing work comparable to that of an Assistant Planner.



**Knowledge of:** Principles and practices of urban planning, including site planning and architectural design, current literature, information sources and research techniques in the field of urban planning; knowledge of state laws underlying general plans, zoning, and land divisions; knowledge of environmental laws and practices; analytic, written, verbal, and graphic skills; effective communication with the general public and other professionals.

## THE CITY

The City of La Verne strives to maintain a full range of efficient municipal services to preserve our hometown charm and quality of life while being responsive to the community's current and emerging needs. La Verne is a city of more than 30,000 residents and a well-balanced community with a mix of residential, commercial, and industrial features. La Verne maintains a council-manager form of government. Residents elect a mayor and four (4) council members at large to represent them. La Verne is a close-knit community that is home to many outstanding institutions and facilities which include the University of La Verne (founded in 1891), Brackett Airport, and public and private schools. As one of the most desirable communities in metropolitan Southern California, La Verne is a progressive city that has retained much of its small-town charm.



## BENEFITS

- Medical coverage (up to family level) and contribution toward dental plan
- PERS Classic - 2.5%@55, New Members - 2%@62
- City-paid life insurance benefit
- 2.8 to 5.0 weeks of vacation per year depending on years of service
- Eleven (11) paid holidays per year
- Accrual of 8 hours of sick leave per month
- City-paid long-term disability plan
- \$1,700 tuition reimbursement for job-related courses
- Bilingual pay: monthly stipend available to qualifying employees after a minimum of six months' service

## SELECTION PROCESS

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the position. Meeting the required minimum qualifications does not guarantee an applicant an invitation to the next step(s) in the selection process. Those candidates whose experience and training most closely match the City's needs may be invited to participate in the selection process, which may include a combination of written exercise, panel interview, or other testing deemed appropriate.

Prior to hire, successful candidates will also be required to undergo a medical examination (including drug screen).

**Appointments are subject to a 12-month probationary period.**

Primary communication regarding your status relative to this recruitment will be by e-mail; applicants are solely responsible for monitoring their e-mail communication messages and systems. Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application.

Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution.

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sexual orientation, gender, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise. The City of La Verne hires only United States citizens or lawfully authorized aliens.

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.

**PERSONNEL OFFICE (909) 596-8726**  
**Website: [www.cityoflaverne.org](http://www.cityoflaverne.org)**  
**Equal Opportunity Employer**