



Seeking a highly motivated professional to join the Lafayette Team.

This is a challenging job in a great city!

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# Assistant/Associate Planner

## An Outstanding Opportunity

The City of Lafayette (pop. 24,000) is looking for an experienced professional in urban planning who has a track record for providing high level analysis and excellent customer service. The successful candidate will be offered a position as either an Assistant or Associate Planner dependent on her or his prior experience and skills.

Located just 20 minutes from downtown San Francisco via BART, Lafayette prides itself on its vibrant downtown, beautiful tree-studded hillsides and great schools. Residents expect personalized service and the ability to deliver customized solutions to the community's unique planning guidelines. This position will be part of the team that ensures that Lafayette retains its semi-rural character and "small town" downtown feel.

This is a challenging job in a great city! The new Planner will be joining a staff of dedicated, energetic and fun professionals.

## The Position

The Planner will perform the following major duties:

- ◆ Reviews routine to complex development proposals, applications, permits and plans for completeness and compliance and serves as project manager.
- ◆ Prepares and reviews environmental impact reports, written initial studies, negative declarations, and staff reports.
- ◆ Assists the public as well as advises architects, builders, attorneys, contractors, engineers on matters relating to land use, zoning, code interpretation, general plan compliance, signage, and other issues related to the City's entitlement process.
- ◆ Prepares long-range planning studies and staffs limited-duration committees tasked with providing policy direction.
- ◆ Serves as project manager on planning and development projects.
- ◆ The Associate Planner will assist the Senior Planner in oversight of the Planning Intern program.



## The Ideal Candidate

The City seeks a high energy professional who is self-motivated, creative, tactful and detail-oriented. Exceptional analytical and communication skills and the ability to write well and persuasively are required. Experience in environmental review is highly desired. The candidate should have a four-year degree with major coursework in urban planning, community development, business or public administration, or a related field. Candidates for the Assistant position should have at least 2 years of professional experience in planning, zoning and related community development activities while the Associate position will require at least 4 years of experience. All candidates must have the ability to work some evening hours to attend Council and Commission meetings.

## Compensation & Benefits

The salary range for the Assistant position is \$65,971 - \$88,778 and \$73,301 - \$96,420 for the Associate position depending on experience and qualifications. Lafayette also provides an attractive benefits package that includes:

- ◆ A 401-A retirement plan with City-paid monthly contributions of 10% of salary with the option of a 5% match as well as City-paid social security contributions. **Lafayette does not participate in PERS.**
- ◆ City-subsidized health and dental insurance as well as life insurance and disability insurance.
- ◆ 12 paid holidays and up to 20 days of annual vacation, depending on tenure.
- ◆ Challenging, interesting work; opportunities for innovation and creativity; family friendly policies; a flexible work environment; and casual dress.

## Application & Selection

The final filing date is **March 30, 2018**. To be considered, you must submit an online City of Lafayette Employment Application, plus relevant materials that amplify your qualifications. Please apply at [www.lovelafayette.org/jobs](http://www.lovelafayette.org/jobs). Email [TRobinson@lovelafayette.org](mailto:TRobinson@lovelafayette.org) for questions.

Following the filing date, resumes will be screened and candidates with the most relevant qualifications will be invited to interviews in mid-April with an anticipated start date of May 2018.