



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

PLANNING COORDINATOR

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Planning
LOCATION: Countywide
SALARY: Range 66 \$3757 \$3948 \$4151 \$4354 \$4574

****BENEFITS:** CalPERS Retirement System (2% at 55) – employee contribution of 7% paid by Inyo County (EPMC reported as wages). Medical Plan – employee responsibility for employee and dependent monthly premium is 1% of base salary on PERS Choice plan; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: Under general supervision, perform a variety of field and office work; assist with and administer grants and planning projects; manage the department's finances and assist with budgets; compile, interpret and present planning data and issues to the public, County officials, and other agencies; process planning and building applications; conduct surveys and research; conduct enforcement investigations and follow-up; assist with and conduct public meetings and information preparation and distribution; maintain records; prepare reports, graphics, maps and presentation materials, and perform other related duties as required.

ESSENTIAL JOB DUTIES: Compile land use data from existing property descriptions, maps, reports, and field surveys; provide customer service and assistance; manage the department's finances, including monitoring project finances, contracts, and billing, in coordination with the Auditor and other staff; assist with audits and budgets; coordinate the department's filing and office maintenance needs; staff commissions and boards, including preparing, distributing, and posting agendas and minutes; assist with and manage the department's HOME Grant and Yucca Mountain Repository Assessment Office; assist with and process annexations, detachments, and other agency reorganizations; answer inquiries from the public regarding planning and building policy and interpretation of land use, zoning, and building policies and regulations; analyze applications and recommend revisions to land use policies, the General Plan, zoning, and other plans; prepare well-written and well-organized reports, memoranda, and correspondence; investigate and follow up complaints of alleged violations of land use, zoning, and building ordinances and regulations; conduct monitoring to determine compliance with conditions of approval; accumulate and analyze statistics for reports; prepare graphs, charts, exhibits, and illustrations; conduct surveys and research; assist with and conduct public meetings; information preparation and distribution; maintain records; review and process planning and building applications; assist in training inexperienced staff members.

EMPLOYMENT STANDARDS

Education/Experience: Equivalent to graduation from a four-year college or university with major coursework in planning, public administration, governmental accounting, or a closely related field. Two years of full-time experience in a planning-related field, may substitute for the required education on a year-for-year basis for up to two years.

Knowledge of: How to interpret zoning, planning, and building policy and regulations; techniques used in compiling and interpreting data, and presenting it in graphic and written forms; instruments, methods, and symbols used in mapping; administrative techniques, including accounting, budget, and organizational analysis; research and investigative techniques and procedures; well developed computer skills such as internet research, email, word processing, geographic information systems, databases, accounting, and spreadsheets; public presentation tactics; advanced writing skills including punctuation, grammar, organization, and appropriate format.

Ability to: Understand, explain, and interpret planning and building policies and regulations accurately and tactfully to the public; analyze applications for compliance with procedural requirements; understand and interpret legal property descriptions, topographic drawings, maps, and field notes; communicate and present information to County staff, public officials and the general public clearly, accurately, and tactfully; prepare well-written and well-organized reports, memoranda and correspondence; prepare graphs, charts, exhibits, and illustrations for reports; prepare and distribute legal notices; operate a computer and software including internet, email, word processing, spreadsheets, databases, website development, accounting, and geographic information systems; prepare neat and accurate charts and graphs; take direction from multiple sources and complete tasks on a deadline; seek direction and prioritize tasks; assist in and manage meeting development and set up; collect and analyze data; must have ability to work in a busy office environment with the ability to sit for extended periods, stand, walk up to one-quarter mile on terrain that may not always be level, kneel, stoop, squat, twist, and lift and carry up to 20 pounds; assignment of field inspections and tours will require outdoor work, sometimes in adverse weather conditions.

Special requirements: Must possess a valid operator's license issued by the State Department of Motor Vehicles. Must be willing and available for night meetings, out-of-state travel, and overnight travel. Must be available to work overtime as necessary. Must successfully complete a pre-employment background investigation and physical examination.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral interview.

APPLICATION: **Position open until filled. Interested applicants are encouraged to apply immediately.** Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST, WHICH WILL BE USED FOR ONE YEAR IN FILLING COUNTYWIDE VACANCIES, WHICH MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0295 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancha) and the Death Valley area (Death Valley, Shoshone, and Tecopa). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.