APPLICATION PROCESS

Applications are available at the City of Ukiah, 300 Seminary Avenue, Ukiah, CA, (707) 463-6272, or they may be downloaded at www.cityofukiah.com. Applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the examination process. This process may include a variety of techniques designed to test applicants' knowledge, skills and abilities to perform the duties and responsibilities of the job. An Eligibility List will be established by ranking candidates by their overall score, and a selection will be made from the candidates on this list. All employment offers are subject to a City-paid physical examination and a thorough reference and background check.

COMPENSATION AND BENFITS

Salary - $4,705—$5,719 monthly

Executive Leave Pay - 80 hours (10 days) annually to be taken as cash payment or as time off.

Retirement - CalPERS "Classic" members: 2.7%@55 with employee contributing 8% of pre-tax salary. "New" members: 2%@62 with employee contributing 6.75% of salary. Ukiah does not contribute to Social Security.

Leave - *Vacation Leave* is accrued at 161.2 hours per year and increases with City service. Credit for prior public service will be considered. *Sick Leave* is accrued at 96 hours per year. The City observes 13 *holidays* each year.

Health Insurance - The City provides a health insurance premium contribution up to $1,283.82 per month.

Other Benefits - Other benefits include City-paid membership in an Employee Assistance Program (EAP) for employee and eligible dependents; optional participation in supplemental health coverages through AFLAC, optional participation in pre-taxed Unreimbursed Medical and Dependent Care Assistance programs; optional participation in AIRMED; and optional participation in Employee Credit Union and Deferred Compensation 457 Savings Plans.

OUR CORE VALUES:

PROFESSIONALISM

We demonstrate professionalism through proficiency, reliability, and our drive to make opportunities happen.

SERVICE

We inspire confidence in our organization and our team members by consistently providing exceptional service.

TEAMWORK

We believe in creating an environment that fosters teamwork and processes that support equal opportunity, collaboration, and commitment to common goals.

INNOVATION

We work to discover practical solutions, challenge prevailing assumptions, and create new ideas that prove useful.

SAFETY

We strive to keep our community and our workplace safe and healthy.

Contact Information:

Human Resources

300 Seminary Ave

Ukiah, CA 95482

Phone: (707) 463-6272

www.cityofukiah.com/jobs

FINAL FILING DATE: Open Until Filled

The City of Ukiah is an Equal Opportunity Employer committed to building a diverse workforce.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked.

City of Ukiah

The City of Ukiah

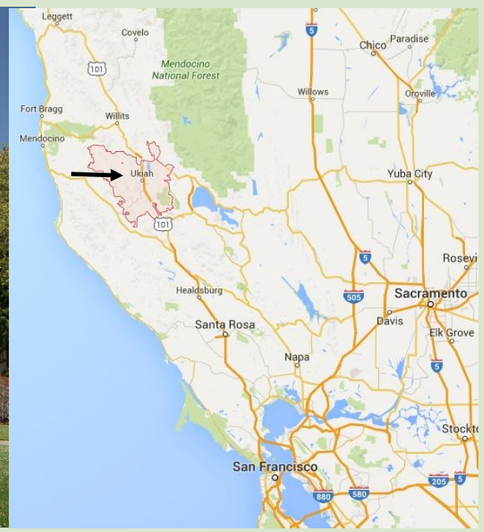
invites applications for the position of

ASSOCIATE PLANNER

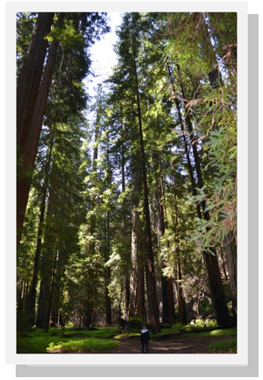
(Exempt, Management Position)

$4,705-$5,719 per month

OPEN UNTIL FILLED



THE CITY OF UKIAH AND COMMUNITY



The City of Ukiah is located in the beautiful Northern California Yokayo Valley, surrounded by rich grape vineyards, pear orchards and coastal mountains. Situated on the Highway 101 corridor, Ukiah is located about 100 miles north of San Francisco, providing easy access to Bay Area resources. About an hour drive east from the Mendocino Coast and located near spectacular redwood forests, Ukiah invites an abundance of recreational and cultural pursuits. It is an ideal location to live, work and play!

The County Seat of Mendocino County, Ukiah is a full service City providing public safety, water, sewer and electric utilities, land use planning and development services, parks, recreation and street maintenance. The City is governed by a five-member Council, elected at-large by the citizens of Ukiah. Ukiah has a population of 16,075 and serves a population of over 104,452 within 30 minutes of Ukiah.

THE DEPARTMENT AND POSITION

The City of Ukiah is seeking an energetic professional with effective and innovative qualities to function as the Associate Planner for a diverse community. The City is large enough to provide a challenging professional opportunity, yet small enough to see the positive impacts our services have on a community loved by its residents.

Under general direction of the Director of Planning, the Associate Planner performs both current and long-range planning duties, including project review and zoning administration, as well as General Plan implementation; assists the public in matters pertaining to planning in the City of Ukiah; and performs related work as assigned. The City is embarking on a General Plan Update process in the near future. This position will play an integral role in the formation of the General Plan.

EXAMPLES OF DUTIES

These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title. **(E=Essential Duty; M=Major Portion of Time)**

- Respond to public inquiries received by telephone or personal contact in matters pertaining to planning, zoning, and related policies. (E)
- Interpret and apply the City Zoning Ordinances in reviewing and analyzing development proposals and in replying to public inquiries. (E)
- Assist the City's Code Enforcement Officer in interpreting the Zoning Code and recognizing and resolving code violations in the field.
- Process current planning applications, and evaluate plans and projects for code compliance and design considerations. (E)
- Prepare planning reports and develop agenda material for Planning Commission meetings. (E)
- Conduct Initial Studies and prepare basic environmental documents (Exemptions, Negative Declarations, etc.) pursuant to the California Environmental Quality Act (CEQA). (E)

- Conduct land use studies and compile data and information pertaining to planning as needed.
- Collect and record land use data and prepare base maps, zoning maps, charts, and graphs.
- Develop and implement systems and procedures to ensure the proper processing of permit applications and the issuance of use permits, variances, zone changes and architectural reviews.
- Perform field work and site visits (occasionally in extreme weather conditions) to fully comprehend, analyze and document development proposals. (E)
- Make oral presentations to the Planning Commission on a routine basis regarding planning matters and projects, and occasionally address planning issues or projects at City Council meetings. (E)
- Represent the City and its planning policies in the community as required, and prepare reports and correspondence regarding planning matters.
- Coordinate with other City departments and other governmental agencies on planning issues and projects. (M)
- Other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal planning, including building and site design.
- Applicable Federal, State, and local planning laws and regulations, including CEQA.
- Functions of other governmental agencies involved in the planning process.
- Modern office practices, procedures, equipment (computers) and techniques.

Ability to:

- Communicate clearly and concisely.
- Compose planning reports, technical studies and other planning -related documents with little supervision or editing input from supervisor(s).
- Interpret technical and legal documents related to planning.
- Proficient in Microsoft Office.
- Establish and maintain cooperative and productive working relationships with the public and staff.

Education :

Education equivalent to a Bachelor's Degree, with major course work in Planning, Public Administration or a closely related field. Graduate degree may substitute for one year of experience.

Experience:

Three years professional planning experience working for a local agency. Experience as both a current and long-range Planner is highly desirable.

Necessary Special Requirement:

Possession of a valid Class C California Driver License.