

RESOLUTION R16-27

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA MODIFYING EXISTING JOB DESCRIPTION AND ADJUSTING THE FY 2016-17 BUDGET TO FUND A PART-TIME TEMPORARY PLANNER POSITION**

THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA DOES RESOLVE AS FOLLOWS: To create a temporary part-time planner position by modifying an existing job description, hereto attached as Exhibit A, and adjust the FY 2016-17 Budget as follows:

BUDGET ADJUSTMENT # 2

<u>Fund</u>	<u>Dept</u>	<u>Object</u>	<u>Description</u>	<u>Amount</u>
01	4800	40010	Temporary Salaries – Part-time Planner	\$59,867
01		25310	Budgeted Fund Balance	(\$59,867)

The City Clerk shall certify to the passage and adoption of Resolution R16-27.

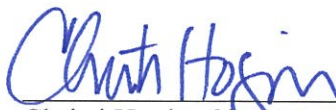
PASSED, APPROVED AND ADOPTED on this 12th day of July 2016.

  
\_\_\_\_\_  
Jennifer L. King, Mayor

ATTEST:

  
\_\_\_\_\_  
Vickie Kroneberger, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Christi Hogin, City Attorney



## JOB DESCRIPTION

### Part-Time Planner

**SALARY:** \$36.65 - \$46.77 Hourly

#### **DESCRIPTION:**

The part-time Planner, working under direction of the Planning and Building Director, prepares reports on current and advance planning projects; conducts preliminary environmental impact assessments; reviews development plans for compliance with zoning and building requirements; may serve as staff liaison to the City's Planning Commission; conducts studies and analysis related to code and ordinance updates and other planning related issues and does related work as required.

#### **DUTIES:**

The part-time Planner performs the following duties which may include, but are not limited to:

- Conducts comprehensive studies for current and advance planning projects.
- Compiles and analyzes data on land use.
- Gathers information and objectively analyzes complex applications and development plans for compliance with applicable guidelines and regulations.
- Performs graphic illustration work and preparation of planning studies and reports.
- Provides information to project applicants and to the public.
- Prepares preliminary environmental assessment reports under the terms of the California Environmental Quality Act.
- May conduct code enforcement field studies, investigations and compliance actions. Performs periodic reviews of project compliance with conditions of approval.
- Assists the public in the interpretation of zoning, building, and State mandated regulations.
- May work with other departments, agencies and the public to formulate and implement City plans.
- Ensures consistency with the City's General Plan, Zoning Ordinance, State Subdivision Map Act, area plans, environmental impact reports, capital improvement plans, California Environmental Quality Act (CEQA), Palos Verdes Homes Association restrictions and guidelines and related City codes, ordinances and policies affecting and/or related to planning and land use issues.
- Attends meetings of Planning Commission, Parklands Committee, City Council and other related meetings as needed; provides staff support, reports and presentations, technical direction and guidance to the Planning Commission, City Council, other committees and City staff as needed.
- Attends and participates in professional group meetings; stays abreast of new trends and innovation in the field of Planning.
- Works collaboratively with public and responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Prepares and presents staff reports and other necessary correspondence.
- May organize and conduct community meetings.
- May provide training to interns and other staff and supervise the work of consultants.
- Performs related work as needed.

#### **QUALIFICATIONS:**

##### **Knowledge and Abilities:**

- Principles, practices and legislative requirements related to administering a planning and building

department, including general plan development and administration, land-use planning, zoning, coastal use, environmental impact reports and administration, other environmental laws, building codes, and related matters.

- Applicable Federal, State and local laws, codes, regulations including California Planning Law, the Subdivision Map Act and the California Environmental Quality Act (CEQA).
- Principles and procedures pertaining to site planning, architectural review and design.
- Provide courteous and responsive communication to the public.
- Establish and maintain effective working relationship with staff, City Council, commissions/committees, other agencies community groups and individual citizens.
- Resolve complicated situations requiring diplomacy and tact.
- Attend meetings outside of regular working hours.
- Work under pressure with strict deadlines.
- Follow oral and written instructions.
- Read, interpret and apply policies, procedures, rules and regulations.
- Modern office procedures and methods including computer equipment, word processing, spreadsheet, database, graphic presentations and other needed specialized software applications, and internet and electronic communication.
- Ability to type with accurate spelling and grammar.
- Operate standard office equipment.
- Safe work and driving principles and practices.

**Experience and Education:**

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- Graduation from a four-year college or university with major course work in urban or regional planning, architecture, geography, public or business administration, or a related field.
- Two (2) years in municipal planning or zoning administration.
- Possession of, or ability to obtain, a valid California Driver's license.
- Master's degree in urban planning or a closely related field from an accredited institution or certification by the American Institute of City Planners (AICP) or related organization is highly desirable.

STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) SS:  
CITY OF PALOS VERDES ESTATES )

I, Vickie Kroneberger, City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R16-27** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 12<sup>th</sup> day of July, 2016, by the following vote:

AYES: COUNCILMEMBERS: King, Vandever, Goodhart, Rea, Peterson

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

RECUSED: COUNCILMEMBER: None

  
Vickie Kroneberger, City Clerk