The City of South El Monte is accepting applications for the position of:

PLANNING SUPERVISOR

SALARY RANGE
$34.45 - $41.87 Hourly
$2,756.00 - $3,350.00 Bi-Weekly
$5,971.00 - $7,258.00 Monthly
$71,655.00 - $87,096.00 Annually

APPLY BY: June 2, 2022 by 5:30 P.M.
The City of South El Monte boasts all comforts of urban life with a small-town feel. The City’s 22,000 residents represent a good blend of older and younger residents working with the same dedication and community spirit that this City was founded upon. Both the residents and the business community are working together to make the community a better place to live and work. Encompassing 3.25 square miles, the City of South El Monte is a well-balanced community of homes, schools, businesses and churches, as well as excellent parks and recreational facilities.

THE POSITION
The City is looking to hire team-oriented individuals who are interested in joining a city that values individuality and creativity. The ideal candidate for planning supervisor has a cooperative outlook with a can-do attitude, is self-motivated and has a proactive approach to problem solving. This candidate additionally is an “outside-of-the-box thinker”, flexible, has the desire to work in a fast-paced environment and brings new, fresh and innovative ideas to help the City move forward.

Under direction of the Community Development Director, the Planning Supervisor performs a variety of complex professional planning and redevelopment work. The incumbent provides professional information and assistance to the Department, the Planning Commission, the City Council, developers, contractors and the general public.

EXAMPLE OF DUTIES
Duties may include, but are not limited to, the following:
➢ Responsible for long range and special planning projects and studies;
➢ Serves as project manager for projects as assigned;
➢ Prepares and presents project reports with related recommendations;
➢ Reviews complex development projects, applying city and regional planning principles and practices;
➢ Researches growth, land, and environmental issues, zoning requirements and federal, state and local laws;
➢ Assists the Director in implementation and review of the General Plan, budgeting, and administration of overall planning and environmental programs, goals, objectives, and policies;
➢ Attends Planning Commission, City Council, and other meetings as required;
➢ Makes presentations to City Council, Planning Commission, other commissions boards, and committees;
➢ Assists with the direction of planning staff;
➢ Responds to citizen inquiries and requests for service, interpreting and explaining planning policies, state laws and local ordinances, and procedures;
➢ Performs basic redevelopment tasks related to real estate transactions, development, redevelopment, and/or housing programs;
➢ Advises other City personnel and the public regarding current and advance planning issues;
➢ Interprets planning and zoning matters;
➢ Supervises staff activities relating to the review of development applications, including general plan amendments, zone changes, conditional use permits, Specific Plans, subdivision tract maps, sign permits, minor development permits and review and revision of local ordinances;
➢ Coordinates with outside planning agencies, the State of California, neighboring communities, school districts, special districts, and interest groups in the development and implementation of inter-jurisdictional planning policy;
➢ Participates in interdepartmental collaboration on projects as assigned; and
➢ Performs other related duties as required.

EMPLOYMENT STANDARDS
Knowledge and Abilities:
➢ Principles and practices of land use planning;
➢ Advanced principles and practices and new trends and innovations in the field of urban planning, including design review and zoning activities;
➢ Advanced site planning and architectural design techniques and methods;
➢ State, federal, and local laws including the State Subdivision Map Act and the California Environmental Quality Act;
➢ Regional planning issues;
➢ Methods and techniques of development plan review;
➢ Basic principles and practices of redevelopment;
➢ Codes and regulations including laws underlying general plans, zoning, land divisions, and environmental regulations;
➢ Computer equipment and related software;
➢ Geographic Information Systems;
➢ Project management practices and tracking systems;
➢ Customer service enhancement and performance measurement practices;
➢ Interpret and apply urban planning laws, rules and regulations;
➢ Communicate clearly, thoroughly, and concisely, both orally and in writing;
➢ Analyze site design, terrain constraints, circulation, land use compatibility;
➢ Evaluate and present technical and administrative reports;
➢ Prepare, organize and present both oral and written reports for the Planning Commission, City Council, and citizens groups;
➢ Supervise staff; and
➢ Maintain cooperative working relationships, and exercise sound independent judgment.

MINIMUM REQUIREMENTS

Education and Experience
A Bachelor’s degree from an accredited college or university with major course work in urban planning or a related field. Master’s degree and AICP desired, but not required. Five (5) years of professional planning experience with progressively responsible experience in local government in a directly applicable field with two (2) of those years in a supervisory management capacity.

Licenses and Certifications
Possession of a valid California Class C driver’s license and acceptable driving record at time of appointment and throughout employment in this position.

Physical Demands and Work Environment
Work is performed inside and outside environmental conditions. Office work requires sitting for periods of time and the use of a computer keyboard and screen. Required vision (which may be corrected) to read small print. The incumbent will have the required mobility to stand, kneel, bend, crouch, and twist. The incumbent will have ability to reach, grasp, lift, carry, push, pull and drag objects of up to 50 pounds. Works alone, with the public, staff and elected officials, has verbal contact with others, face-to-face and telephone contact. Honors the City’s Attendance and Punctuality standards.

Essential Functions/A.D.A
Ability to operate, computer office software, calculator, telephone, copying machine; ability to understand and respond to the public’s and staff’s requests for assistance both on the computer, phone, and in person; ability to prepare reports, perform mathematical calculations, and sort/file documents.

Work Schedule
A consistent schedule with hours of 7:00a.m. - 5:30p.m., Monday - Thursday. City Hall is closed on Fridays. Required to attend periodic evening/weekend meetings. May be required to work evenings and weekends.

IMPORTANT NOTICES

Position Status
This position is designated as non-exempt under the provisions of the Fair Labor Standards Act.

Equal Opportunity Employer
The City of South El Monte is an Equal Opportunity Employer. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

Legal Right to Work in the United States
The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

Selection Process
Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applications are available at South El Monte City Hall and on-line at https://www.cityofsouthelmonte.org/. Applications may be submitted in person or by mail to City Hall with attention to the Human Resources Division. Scanned applications may be submitted to hr@soelmonte.org. Scanned applications must contain an electronic signature or wet signature for acceptance. Resumes only will not be accepted. Faxed applications will not be accepted. The City of South El Monte cannot accept responsibility for notifying candidates of incomplete applications. It is the candidate’s responsibility to make sure the application is properly submitted.
Reasonable Accommodations
Applicants with disabilities must contact the Human Resources Division prior to the final filing date to determine a reasonable accommodation to the application/selection process and/or the essential functions of the position. The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.

Emergency Disaster Worker
City of South El Monte employees are registered as an Emergency Disaster Worker and must take an oath. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities.

BENEFITS SUMMARY
Health
Health, Dental, and Vision Insurance are available to the employee and dependents. The City participates in the CalPERS medical insurance program. Dental and Vision are paid by the City and employees receive a generous allocation toward Health Insurance.

Long Term Disability: City pays full premium for all full-time employees.

Term Life Insurance and AD & D Insurance: City pays full premium for all full-time employees.

Employee Assistance Program: EAP services designed to help through life’s challenges are available through Hartford.

Paid Leaves
Holidays: 12 paid days per year

Vacation: Based on years of City service. Eight (8) hours per month (accrued at the rate of four (4) hours bi-weekly for 24 of the 26 pay periods annually) during the first five (5) years of service; ten (10) hours per month (accrued at the rate of five (5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixth (6th) through the tenth (10th) years of service; twelve (12) hours per month (accrued at the rate of six (6) ours bi-weekly for 24 of the 26 pay periods annually) during the eleventh (11th) through fifteenth (15th) years of service; and thirteen (13) hours per month (accrued at the rate of six and one-half (6.5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixteenth (16th) and following years of service.

Sick Leave: Earned at a rate of 8 hours per month.

Bereavement Leave: 3 days per calendar year.

Retirement
Participation in California Public Employees’ Retirement System (CalPERS)

CalPERS Retirement Plans:
➢ Effective 05/27/2012 - 2% @ 60 with a member rate of 7.0, applicable to local miscellaneous members: “Classic members”, entering membership for the first time in the miscellaneous classification with the City.
➢ PEPRA New Members effective 01/01/2013 - 2% @ 62 with a member rate of 6.75.

New members under the Public Employment Retirement Law (PERL) hired as of 1/1/13 will have a mandatory CalPERS contribution established by PERL.

A "New Member" is defined as:
➢ A new hire that is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any other California public retirement system.
➢ A member who established CalPERS membership prior to January 1, 2013, and who is hired by a different CalPERS employer after January 1, 2013, after a break in service of greater than six months.

Effective January 1, 2013, Public Employees’ Pension Reform Act of 2013 (PEPRA) prohibited employers from paying any portion of a “new member’s” member contribution rate. All new members must pay 100% of total normal cost as employee contribution rate.

Deferred Compensation
Two plans available; City contribution of $300 per month.

* The City also participates in the Social Security retirement system.

The provisions of this job announcement do not constitute a contract, expressed or implied, and any provision contained in this job announcement may be modified or revoked without notice.