



### WELCOME TO OAKLEY

The City of Oakley is situated in eastern Contra Costa County. The City of Oakley incorporated in 1999 to manage growth more effectively, improve community services, and the quality of life.

Cultivating a strong sense of community and civic pride are the cornerstones to the City's success. Building on its rich heritage, City leaders understand the importance of balancing growth and preserving a high quality of life for its citizens. The City's motto, "A Place for Families in the Heart of the Delta" is evidenced everywhere you go – the City boasts highly ranked schools, safe neighborhoods, and has been named by "San Francisco Magazine" as one of the best places to raise a family in the East Bay.



*The City of Oakley is committed to the  
3P's of Public Service:*

*Polite  
Professional  
Progressive*

### COMPENSATION

The hourly rate of pay is \$16 to \$22. Placement within the range will be based upon the selected candidate's experience. **This is a part-time position limited to 960 hours per fiscal year. Benefits are not provided.**

### APPLICATION PROCESS

The **REQUIRED** City of Oakley employment application is available at City Hall located at 3231 Main Street, Oakley or by visiting the Human Resources Department page on the City of Oakley website at [www.ci.oakley.ca.us](http://www.ci.oakley.ca.us).

Applications are due on **September 21, 2017, by 5:00 pm**. Faxes and postmarks will **NOT** be accepted.

### SELECTION PROCESS

Applications will be screened and those applicants will be screened and those applicants possessing the MOST DESIRABLE minimum qualifications will be notified to participate in the interview process. All applicants will be notified via email or telephone whether or not they are invited to participate further in the selection process. Selected candidate must successfully complete a background and reference check. Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. In accordance with applicable Federal and State laws, the City will attempt to accommodate reasonably qualified individuals with disabilities unless doing so would create an undue hardship on the City. Any qualified applicant with a physical or mental disability who requires an accommodation in the testing and/or selection process should contact the Human Resources Division and request an accommodation at least 3 business days



*- Now Hiring -*

## **PLANNING TECHNICIAN**

\$16 to \$22 per hour

Depending upon qualifications

*This is a part-time position, limited to 960 hours per fiscal year. Benefits are not provided.*

*Final Filing Date:*

***September 21, 2017 before 5:00 p.m.***



Human Resources Department  
3231 Main Street  
Oakley, CA 94561  
[www.ci.oakley.ca.us](http://www.ci.oakley.ca.us)

### THE DEPARTMENT AND POSITION

The City of Oakley is hiring a full-time Planning Technician to assist a wide variety of functions including technical planning work, code compliance, and administrative support functions. Under direction from supervisory staff, the incumbent would assist the public on matters related to planning, zoning, and code regulations. This position will also work with the Economic Development and Code Enforcement Divisions by providing administrative support.



### EDUCATION AND TRAINING

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:** Completion of two years of college with emphasis in planning, public administration, architecture, or a closely related field.

**Experience:** One year of technical or office support experience with extensive public interaction providing information, reviewing, and processing documents. Completion of two years of college with emphasis in planning, public administration, architecture, or a closely related field.

**License/Certificate:** Possession of, or ability to obtain, a valid class C California driver's license. Possess and maintain proof of auto liability insurance.

### REPRESENTATIVE DUTIES

- Advise and assist the public, including developers, property owners, and city departments with routine matters related to zoning regulations and permit procedures.
- Review architectural plans for compliance with zoning regulations.
- Review and process variance, conditional use permits, home occupation permits, and other applications submitted for zoning approval.
- Update and prepare maps, charts, graphics, and computer files to reflect changes in the General Plan, zoning regulations, and application statuses.
- Maintain map books, history files, and other reference materials.
- Collect, document, and interpret data pertaining to physical, social, and economic characteristics of the City.
- Complete assigned fieldwork, including site reviews for current applications or review of approved development sites to ensure compliance with conditions of approval.
- Perform routine office tasks in designated program areas, including data entry, file management, copying, and answering the telephone.
- Respond to questions and concerns from the general public; provide information as is appropriate and resolve service complaints.
- Perform related duties as required.

### KNOWLEDGE, SKILLS, & ABILITIES

#### **Knowledge of:**

- State and local government laws, codes, and ordinances governing planning, zoning, and permit applications.
- Principles and practices of city, county, and regional planning.
- Practices of research and data collection.
- General knowledge of basic mathematics.
- Modern office equipment including a computer and applicable software.
- Operational characteristics, services, and activities of assigned functions, programs, and operational area.
- General procedures, regulations, and practices in local government.

#### **Ability to:**

- Effectively understand, interpret, and effectively explain City codes, ordinances, regulations, and procedures.
- Communicate clearly and concisely, both orally and in writing with internal staff and members of the public.
- Understand and apply pertinent laws, codes, and regulations as well as organization rules, policies, and procedures with good judgment.
- Problem solve and make sound judgments or decisions regarding job-related inquiries.
- Maintain filing systems and permit issuance procedures.
- Apply technical principles and practices specific to area of assignment, which may include planning, economic development, code enforcement, and/or housing.

