



ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY PLANNING DEPARTMENT

Job Announcement **Senior Planner - Provisional***

(Compensation: \$57.07-\$69.30 Hourly / \$4,565.60-\$5,544.00 Biweekly)

Open until filled.

The Alameda County Planning Department is looking for enthusiastic, hardworking, experienced professionals to immediately fill two Provisional Senior Planner positions in the Department's Policy Planning Section. These positions provide the opportunity to manage a variety of long-range planning projects addressing complex policy issues related to housing, transportation, climate change, agriculture, open space preservation, and more in the unincorporated areas of the County.

THE DEPARTMENT

The Senior Planner positions are in the Alameda County Community Development Agency's Planning Department which has offices in Hayward. Staff is currently working a hybrid schedule, part-time in the office and remotely the remainder of the time. The Planning Department is responsible for land use planning in the unincorporated areas of the County. The Policy Planning Section prepares and updates general plan documents, performs research to inform policy development, and collaborates with members of the public, elected officials, other county departments and other local and regional government agencies on a variety of issues. More information about our department, including current projects, can be found here: <http://www.acgov.org/cda/planning/>.

THE POSITION

Under general direction, the Senior Planner is responsible for supervision of the day-to-day activities of a functional section within the Planning Division of the Community Development Agency; administrative and evaluative functions for the division and the Department; personal performance of duties related to more complex projects; and related work as required.

***Provisional Appointment: For a provisional appointment, a civil service exam is not required. Provisional appointments are temporary, lasting only until an examination for the position can be given. The appointment ends when the examination is completed.**

You do not gain tenure in the position. However, to obtain a regular position, the appointee will need to compete successfully in a County exam when open.

You will earn vacation, sick leave, paid holidays and are eligible to receive medical and dental benefits.

Distinguishing Features

This classification is located in the Community Development Agency. The Senior Planner position is the first-level management position in the Planning Department, and supervises a section within the Planning Division, reporting to an Assistant Deputy Director, Community Development Agency. The Senior Planner is responsible for the administration, supervision, training, and quality of work of subordinate personnel in the section and plays a major role in the administrative capacity for the Agency as a whole. Positions in this class differ from those in the next higher class of Assistant Deputy Director in that an Assistant Deputy Director is responsible for directing, administering and evaluating the operations of a division in a functional department and for representing the Division, Department and County as required. Positions in this class differ from those in the next lower class of Planner III in that a Planner III does not have administrative or supervisory responsibilities.



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Examples of Duties

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Organizes, directs, assigns and reviews the work of assigned personnel. Depending on the division and section to which the Senior Planner is assigned, this may involve:
 - a. Development and maintenance of the County General Plan, including community plans, plan elements, amendments, development of process and impact evaluation plans, and periodic plan review.
 - b. Research and evaluate projects utilizing land use, environmental, housing, demographic, social, health, and economic data to determine future needs of County areas in accordance with accepted planning principles and procedures.
 - c. Implementation of the General Plan through preparation of Specific Plans, establishment and revision of zoning districts, and development of policy and administration of programs for project review. Review of major planned development applications, rezonings, subdivisions, surface mining permits, use permits, variances, and design review. Environmental evaluation of plans and projects to ensure compliance with the California Environmental Quality Act (CEQA) and State and Local CEQA guidelines, including preparation and review of environmental impact reports for major, controversial projects.
2. Works directly on projects of a difficult, complex nature, which may be either development proposals or departmental initiated projects.
3. Coordinates work between divisions in the Planning Department.
4. Attends meetings of the Board of Supervisors, Planning Commission, or other bodies to present reports and Department recommendations or other information.
5. Interviews prospective employees and makes recommendations for hiring; trains and supervises professional staff; assigns and reviews employees' work; evaluates employee performance and makes recommendations for promotion or disciplinary actions/terminations.
6. Assists in department administration, including budget requests and justifications, record keeping and annual reports, strategic planning, internal policy development and implementation, personnel matters, etc.
7. Represents the department or the County before community groups, and other bodies; acts for Assistant Planning Director in his or her absence.

IDEAL CANDIDATE

In addition to meeting the minimum qualifications stated below, the ideal candidate for this position will have strong analytical and writing skills, the ability to work independently as well as collaboratively, be organized and detail oriented, and have sensitivity to working with people of different cultural backgrounds. Specifically, the ideal candidate will demonstrate:



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- Experience collecting, analyzing, and interpreting data pertaining to land use and transportation planning using appropriate methods and statistical techniques to develop long-range planning priorities.
- The ability to identify issues, problems, and opportunities and to choose an effective course of action for developing solutions.
- Experience and expertise prioritizing multiple assignments with competing needs and continually revising priorities as conditions change; ability to work with minimal supervision in a team environment and to handle detail-oriented work.
- Excellent written and verbal communication skills.
- The ability to collaborate and build strong relationships with a wide variety of people, cross-functional teams, and community-based organizations.
- Strong time management, project management and organizational skills with attention to detail and accuracy.
- Experience with basic research methods; proficiency with MS Word, Excel, Teams, Outlook, and PowerPoint.

MINIMUM QUALIFICATIONS

Education/Experience:

Either I

The equivalent of one year of full-time experience in the class of Planner III in the Alameda County classified service.

Or II

Possession of a Bachelor's degree from an accredited college or university, and the equivalent of four years of increasingly responsible, professional experience in county, city, or regional planning, or a related field, including experience directing the work of others or administrative experience.

NOTE: A Master's degree in city, regional or urban planning, or a related field from an accredited college or university, based on a two-year curriculum, may be substituted for two years of the required experience.

Special Requirements: Candidates may be required to possess and maintain a valid California Driver's License and may be required to drive in the performance of duties.

On an as needed basis, it may be necessary for Planners to attend night and/or weekend meetings regarding projects that they are assigned.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.



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BENEFITS

The annual salary for this position is \$118,705.60-\$144,144.00 depending on qualifications and experience, as evaluated against the job description minimum qualifications. Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families.

HOW TO APPLY

This recruitment is for a provisional appointment. Please email a PDF of your completed County application (see *instructions below*) to Elizabeth.mcelligott@acgov.org.

- Completion of the County application is required.
- The information you provide on the application will determine your eligibility to participate in the interview process.
- Clearly describe your qualifications in detail. If minimum qualifications are dependent upon education describe educational nexus, as needed.
- Do not leave any answer spaces blank; if a question does not apply, write "N/A". (Credit cannot be given for education, training, experience, knowledge, skills, and abilities that you fail to indicate).
- Although you may attach a resume to further describe your qualification, it does not substitute for completing the application form. An incomplete application form may result in disqualification. Do NOT write "see resume" in your work history.

County Online Application Instructions

1. Go to: <https://jobapscloud.com/Alameda/default.asp>
2. Click on the Application Template link (at the top of the page, above Employment Opportunities, see image below).

Narrow Your Employment Opportunity Search ...		How do I... Choose a Help Topic		
Job Title	Salary	Additional Requirements	Filing Deadline	Check Status
Application Template Update at any time				Keep updated for copying
Employment Opportunities				
Adult Protective Services Worker II	\$42.34 - \$48.57/hour;		Thursday,	

3. Follow the steps below based on your previous County of Alameda application experience
 - a. If you have never completed a County of Alameda application, register as a new user and complete the entire application.



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- b. If you have filled out a County application previously, log in and add your most recent position(s) and update other information as appropriate.
4. You are required to provide a valid email address. Our staff will contact you via email and therefore without a valid email address, you will not be contacted regarding your application.
5. Before submitting your application to the County of Alameda, it is your responsibility to ensure accuracy of all information submitted in the application.
6. Once you've completed the application, select "**Print My Application**", print as a **PDF** and email it to Elizabeth.mcelligott@acgov.org. (**DO NOT SELECT "SUBMIT"**)