



COUNTY OF GLENN



Is recruiting for a **PLANNER, ASSISTANT**

DEADLINE TO APPLY

Friday, June 17, 2022

COMPENSATION

Planner, Assistant -

\$23.81-\$28.95 Per Hour

New employees should anticipate being hired at the beginning of the salary range.

Plus an excellent benefits package:

General Unit Summary of Benefits

THE SELECTION PROCESS

Candidates must submit a completed job application, resume and cover letter. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

THE POSITION

The Assistant Planner position performs a wide variety of technical and professional planning work in the field of current and advanced planning of projects and programs; provides information and assistance to developers and the public on planning-related matters. The Assistant Planner is the entry-level classification with the series. This class is distinguished from the Associate Planner by the performance of the more routine tasks and duties assigned to positions within the series which do not require prior knowledge of the County's policies, procedures and organization. This position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will have knowledge of advanced principles, theories and practices of urban/rural planning and land use development.

WHAT YOU'LL DO

- Reviews and conducts special studies related to current and/or advanced planning projects, programs and operations.
- Gathers, compiles and evaluates statistical data related to the County's existing population, housing needs, income level, employment, etc., for use in projecting future County planning needs.
- Prepares checklists and surveys to gather information relevant to the development of the County's General Plan, and evaluates information obtained through such survey instruments.
- Reviews and makes recommendations regarding General Plan amendments and environmental impact reports.
- Prepares a variety of technical planning reports, notices and recommendations related to planning, zoning, land divisions, and environmental quality for presentation to the Planning Commission and/or Board of Supervisors.
- Reviews and interprets state and County laws, codes, policies and guidelines associated with current and advanced planning activities.

A complete job description and list of duties can be found at
www.countyofglenn.net

About Glenn County Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

ARE WE A MATCH?

- You are able to understand and apply pertinent laws, codes, policies, rules and regulations.
- You have knowledge of current literature, information sources and research techniques in the field of planning.
- You are able to prepare maps and graphic illustrations.
- You have knowledge of basic mathematical principles.
- You have the ability to use computer and basic office software programs.

MINIMUM QUALIFICATIONS

EXPERIENCE:

None required.

EDUCATION:

Bachelor's degree from an accredited college or university with major course work in planning, geography, environmental studies, architecture, public administration, economics or other relevant field.

IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at calopps.org or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, June 17, 2022.

This recruitment may be used to establish a list to fill future vacancies for the next six (6) months.

Application packets must include the following

- | | |
|---|----------------|
| • A Glenn County Employment Application | • Résumé |
| • Transcripts and/or Certificates | • Cover Letter |

- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.