



CITY OF CULVER CITY
invites applications for the position of:

Associate Planner - Promotional

An Equal Opportunity Employer

Only Open to Current Culver City Employees

SALARY: \$45.8700 - \$55.9886 Hourly
\$7,950.80 – \$9,704.70 Monthly
\$95,409.60 – \$116,456.34 Annually

THE CITY:

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 800+ employees with an overall operating budget of over \$368 million. The City provides a full range of municipal services including Fire, Police, Housing and Human Services, Planning and Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

THE POSITION:

Associate Planner – Current Planning Division

This is the advanced professional level classification in the planning series. The positions assigned to this classification apply professional knowledge and skills to various urban planning, housing, and redevelopment projects, utilizing knowledge of zoning, project management, architecture, landscape architecture, and urban design. Some of the duties and responsibilities include:

- Provides analysis of applications and plan development projects by applying sound planning and urban design principles.
- Prepares updates to the zoning chapter of the Municipal Code.
- Reviews development applications and works with developers to create acceptable development plans. Analyzes submittals for compliance with city planning and zoning regulations, general plan policies or guidelines, and urban design principles.
- Performs plan checking and inspections. Checks plans for code conformance and keeps development applicants adequately informed of their status in the plan checking process and identifies steps they can take to expedite processing.
- Participates in the preparation of Request for Proposals for planning consultant services.
- Prepares graphics using Geographic Information System (GIS) mapping to effectively present planning concepts and proposals for public evaluation. Considers the audience and visual display when preparing graphic material.
- Utilizing various software applications, prepares written reports and documents from simple summaries to complex technical documents for complex planning projects.
- Represents the Current Planning Division before various commissions and committees such as the Planning Commission, Standing Housing and Homelessness Subcommittee, Board of Zoning Adjustment, City Council and other bodies.
- Maintains a current and thorough working knowledge of City codes, ordinances, and polices and State statues relating to planning, housing, land use development,

environmental impact assessment, and zoning, and is able to accurately interpret and apply them.

The ideal candidate will establish and maintain effective working relationships with management, subordinates, City staff, and the public. The ability to interpret planning and zoning programs to the public, along with strong written and oral communication skills is essential to the success of this position. Experience using Geographic Information System (GIS) and other computer graphic and mapping software is highly desirable.

MINIMUM REQUIREMENTS

Education and Experience:

Any combination equivalent to training, education and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Bachelor's degree in urban planning or a closely related field and four (4) years of progressively responsible professional experience in a city, county or regional planning agency, or in a private consulting firm working on urban planning projects. Knowledge of California Environmental Quality Act (CEQA).

License and Certificates:

Possession of a valid California driver license.

EXAMINATION PROCEDURES:

Applicants must receive a passing score on all components of an examination in order to be placed on the eligible list.

COMPONENTS

- **Written Exercise** (weighted at 30%): To evaluate planning knowledge and writing skills. *(Tentatively scheduled for week of February 23rd, 2026).*
- **Appraisal Interview** (weighted at 70%): To evaluate training, experience and personal qualifications. *(Tentatively scheduled for week of March 2nd, 2026.)*

ADDITIONAL INFORMATION:

- The provisions of this job posting does not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice.
- Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

- Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.
- Pre-placement medical evaluation including drug screen (select positions)
- E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days prior to the test at (310) 253-5640.

Applications may be filed online at:

<http://www.culvercity.org.jobs>

9770 Culver Blvd. Culver City, CA 90232

Main Line 310-253-5640
