



**CITY OF CULVER CITY**  
invites applications for the position of:

**Assistant Planner  
(Promotional)**

An Equal Opportunity Employer

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**SALARY:** \$6,649.28 - \$8,116.05 Monthly  
\$79,791.40 - \$97,392.62 Annually

**OPENING DATE:** November \_\_\_\_, 2024

**CLOSING DATE:** November \_\_\_\_, 2024 05:00 PM

**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 700+ employees with an overall operating budget of over \$332 million. The City provides a full range of municipal services including Fire, Police, Housing & Human Services, Planning & Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

**THE POSITION:**

The Assistant Planner is an intermediate professional level position in the planning classification series which reports to the Current Planning Manager or Senior Planner, and may be supervised by an Associate Planner, as directed. These positions require a current, thorough working knowledge of City codes, ordinances and policies, and State statutes relating to planning, housing, land use development, environmental impact assessment, and zoning. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

- Consistently and clearly communicates, interprets and applies above regulations, codes, ordinances, and polices, etc. in analyzing applications; as liaison to City committees, commissions, councils; in providing service to the public; and to coworkers and City departments.
- Reviews development applications and works with developers to reach agreements on acceptable development plans. Understands and is able to apply the City's development philosophy.
- Coordinates the review and comment process to assure that the application process is expedited.
- Responds to public requests for information in a professional, courteous, and knowledgeable manner; establishes rapport with the public.
- Prepares graphic layouts in a well-organized manner.
- Prepares planning maps with speed and accuracy; records changes as they occur to ensure the maps contain current status and information.
- Thoroughly checks and reviews business tax certificate applications and property reports to assure compliance with land use and zoning regulations; provides applicants information in a timely manner.
- Performs plan checking, inspections, and certifications of completion; keeps applicants adequately informed of their status in the process and identifies steps they can take to expedite processing.
- Completes various surveys and property sale reports; makes and keeps accurate logs and records which are legible, complete and up-to-date, describing problems encountered, and how they were resolved.

- Prepares factual and complete staff reports and presentations, utilizing various software packages and presents information and recommendations in a clear, concise and understandable fashion to the Planning Commission, City Council, and community meetings as required.

### **Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way and may not be the only way to obtain the knowledge, skills and abilities would be:

- a Bachelor's Degree from an accredited college or university in urban planning or a closely related field, and
- two years of professional experience in a city, county, or regional planning agency, or in a private consulting firm working on urban planning projects.

GIS and graphic design abilities are highly desirable.

### **Opportunities for Substitution of Education or Experience**

Additional experience may be substituted for the required education on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the classification.

### **Licenses and Certificates:**

Possession of a valid California Class C driver license may be required if assigned to drive.

### **EXAMINATION PROCEDURES:**

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

### **COMPONENTS**

**Written Test (weighed at 60%):** To evaluate planning knowledge and writing skills. (Tentatively scheduled for \_\_\_\_\_).

**Appraisal Interview (weighed at 40%):** To evaluate experience, training, and personal qualifications. (Tentatively scheduled for \_\_\_\_\_).

### **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>

Human Resources Department

9770 Culver Blvd. Culver City, CA 90232

Main Line 310-253-5640

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