



Job Announcement

ASSOCIATE PLANNER

The successful candidate for this position will join the progressive and team oriented staff of the City of Highland. This position will perform professional level work in the field of current and advanced urban and regional planning; to conduct special projects and research as assigned and to prepare reports and recommendations relative to assigned area of responsibility.

Located north of Redlands, Highland is nestled in the San Bernardino foothills and is the gateway to Big Bear Lake where recreational opportunities abound and is home for the East Highlands Ranch planned community. Highland is able to maintain a small town atmosphere while in the midst of the rapidly growing Inland Empire where many cultural activities are available. The current population is 54,761.

Experience and Training:

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

Experience: Two years of responsible professional planning experience performing duties similar to the Assistant Planner within the City of Highland.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning or a closely related field.

Knowledge of:

1. Principles and practices of planning.
2. Research and investigation procedures.
3. Digital graphic presentation applications (such as but not limited to Power Point, ARC GIS, etc.).
4. Statistical and research methods as applied to the collection, analysis and presentation of planning data.
5. Applicable, Federal, State and local laws and regulations.
6. Current literature, information sources, and research.
7. Techniques in the field of urban and regional planning.

License or Certificate: Possession of, or ability to obtain, a California driver's license.

Salary Range: \$5,332 - \$6,481 per month.

Work Schedule: 9/80 Work Schedule

Cafeteria Plan: \$1,200 per month toward health/dental/vision insurance premium

Vacation/Sick Leave: 80 Hours of accrued Vacation within first year; 8 Hours per month of Sick Leave with a maximum of 1250 Hours

Holidays: 24 Hours of Floating Holiday per year; 9 paid City Holidays

Retirement:

Retirement benefits are provided through the California Public Employees' Retirement System (CalPERS); 2% @ 55 for (classic) CalPERS members, with the City paying the member contribution; 2% @ 62 for (new) CalPERS members, with the employee paying the member contribution. The distinction between "classic" and "new" is pursuant to State pension reform legislation (PEPRA).

The passing of a pre-placement physical will be performed as a condition of employment. A DMV background check and fingerprinting will also be performed.

Required application can be obtained at the City of Highland, 27215 Base Line, Highland, CA, 92346, (909) 864-6861, or at www.cityofhighland.org.

Applications will be accepted until the position is filled

AN EQUAL OPPORTUNITY EMPLOYER