



The City of Barstow Invites applications for the position of:

## CITY PLANNER

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**SALARY:** \$8,231.06 - \$10,505.15 Monthly

**OPENING DATE:** November 13, 2019

**CLOSING DATE:** Open until filled

The **City of Barstow** is located midway between Los Angeles, CA and Las Vegas, NV, along historic US Route 66 in San Bernardino County, the City of Barstow spans 40 square miles and is a progressive community and a major transportation center, with approximately 60 million travelers passing through each year. With around 23,000 residents, Barstow is far more than a stop along the way. This great community offers safe, small town, high desert living with the resources and amenities of nearby major metropolitan areas. Residents enjoy a high quality of life, affordable housing, clean air, a range of dining venues, museums, and an ultra-modern new community hospital. As a place where Interstate 15 and 40 intersects with Highways 58 and 247, Barstow truly sits at the crossroads of opportunity, where the best is yet to come.

**Vacancy Situation:** With the retirement of the City's long time City Planner, the City of Barstow will have one (1) vacancy.

**What You'll Be Doing:** Under general direction, organizes, supervises, coordinates and performs complex and technical planning work in land use, zoning and economic development to ensure compliance with Federal, State and local laws, ordinances, policies and regulations; provides responsible and complex professional staff assistance to the Community and City Council.

### EXAMPLES OF ESSENTIAL DUTIES:

- Receive and review permit applications and development proposals, establish conditions of approval consistent with Federal, State and Local laws, ordinances and policies; assess fees.
- Draft ordinances and ordinance amendments.
- Implement and update the General Plan and Housing Element.
- Prepare reports for staff and Planning Commission, and submit reports to City Council.
- Confer with engineers, attorneys, developers, contractors, architects and the public on planning and zoning matters; interpret Federal, State and local laws, ordinances and policies.
- Prepare notices of public hearings.
- Monitor work of and evaluate contractor performance and compliance with Federal, State and local laws and ordinances; take enforcement action as appropriate.
- Monitor changes in laws, regulations and technology related to program operations; recommend modifications, implements policy, and procedural changes as appropriate.
- Compile information data for monthly reports. Prepare reports for City Council.
- Perform related duties as assigned.

For more detailed information, refer to the City Planner job description.

## **QUALIFICATIONS:**

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

- BA/BS degree and five (5) years of increasingly responsible urban planning experience.
- MA/MS desirable.
- American Institute of Certified Planners (AICP) membership is desirable.

## **COMPENSATION AND BENEFITS**

City employee may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits. Benefits may change due to employer-employee negotiations.

For additional details, refer to the City's website: [www.barstowca.org](http://www.barstowca.org)

## **RECRUITMENT PROCESS:**

If you are interested in pursuing this unique and exceptional career opportunity, please download the application from <http://www.barstowca.org/i-want-to-apply-for-city-employment-opportunities>. Resumes, while required, will not be accepted in lieu of a completed application. All statements made in the application material are subject to verification.

Required application materials that need to be submitted in conjunction with the City Planner recruitment include:

- Completed and signed Employment Application
- Application supplemental questionnaire
- Resume and cover letter

It is the applicant's responsibility to ensure that all application materials are received by the City of Barstow by the recruitment deadline. The required application materials may be emailed, mailed or delivered to the following location:

### **City of Barstow**

Human Resource Office

RE: City Planner

220 East Mountain View Street, Suite A

Barstow, CA. 92311

Email: [dwingington@barstowca.org](mailto:dwingington@barstowca.org)

**Applications accepted until position is filled**

**EOE**

Recruitment will be used to establish an eligibility list for future vacancies.