

**THE CITY OF WESTLAKE VILLAGE
INVITES APPLICATIONS FOR**

ASSOCIATE PLANNER



31200 Oak Crest Drive
Westlake Village, CA 91361
(818) 706-1613
www.wlv.org

THE CITY

The City of Westlake Village is ideally located just 38 miles west of downtown Los Angeles and only eight miles from the Pacific Ocean. Westlake Village is a unique master-planned community with a special small-town charm characterized by an incredibly high quality of life, a beautiful and picturesque setting, and a strong sense of identity, pride, high expectations and standards. The community features safe and quiet neighborhoods coupled with a vibrant, balanced economy of commercial and office centers. The City of Westlake Village incorporated in December 1981 as the 82nd City in Los Angeles County. With a total land area of 5.4 square miles, the community supports a population of 8,358.

THE ORGANIZATION

The City has a staff of twelve (12) full-time and three (3) part-time employees. The employees provide the Administrative, City Clerk, Community Services, Finance, Planning, and Public Works inspection functions. Westlake Village's organization as a contract city sees many of its other services provided through agreements with Los Angeles County and private agencies and consultants. The Los Angeles County Sheriff's Department provides police protection and Westlake Village consistently has one of the lowest crime rates in the nation. The City operates under the Council-Manager form of government with a five (5) member City Council, elected at-large. The City Council also serves as the City's Planning Commission.

THE POSITION

The City is seeking an experienced and enthusiastic Associate Planner who has the ability to develop and maintain positive and on-going relationships and interactions with the public, City staff, and consultants; the ability to complete tasks in a timely manner; and the appropriate skills in managing multiple projects and activities at the same time. The position will assist the Planning Director/Deputy City Manager in administering the City's Zoning Ordinances, General Plan, and various other programs in support of the City's residents and businesses. The position will also prepare complex planning reports, and make recommendations on development permit applications; coordinate and evaluate development proposals and various permit applications; confer with and advise architects, builders, contractors, engineers, and the general public regarding City development policies and standards; undertake current or advance planning studies and projects, and conduct surveys and basic research; cooperate with the public in responding to inquiries, both orally and in writing, regarding zoning, planning, or related issues; analyze data and project information with respect to relevant laws, ordinances, regulations, and policies; determine methods to reconcile project conflicts with legal and policy requirements; conduct field inspections of signs, landscaping,

buildings, etc. to ensure compliance with City development, zoning, and planning policies; prepare amendments to the City's General Plan, zoning ordinance, and Subdivision Ordinance; manage and exercise professional discretion in processing over-the-counter zone clearance activities; coordinate enforcement of City codes and integrate enforcement with the activities of the City's Special Prosecutor; perform related work as required.

THE IDEAL CANDIDATE

The ideal candidate will have knowledge of the principles and practices of urban planning; state law and local ordinances and codes governing land use, development standards, environmental regulations including the Subdivision Map Act and CEQA; and site planning and architectural review, including experience in writing reports, public speaking, familiarity with the use of desktop computers, tablets, and smart phones. A knowledge of Microsoft Office, Microsoft Outlook and basic computer skills is required. The position requires the ability to lift to 50 lbs., work both indoors and outdoors, and stand for long periods of time.

The City of Westlake Village relies on the "contract city model" for the delivery of services by retaining a small, cross-trained staff. The City of Westlake Village prides itself on having staff who are highly responsive and dedicated to providing assistance beyond its residents' expectations. The Associate Planner will be part of a team that emphasizes these qualities in meeting the needs of the organization and community.

DESIRED QUALIFICATIONS

Education: This position requires a bachelor's degree in Urban Planning, architecture, geography, or a related field. Additional graduate training is desirable.

Experience: This position requires a minimum of two to four years in a responsible full-time position in technical planning, with two years city or county agency experience desirable.

COMPENSATION AND BENEFITS

The annual salary for this FLSA non-exempt full-time position is from \$69,600 to \$104,400, DOQ. The City of Westlake Village offers a highly competitive benefits package, which includes:

Retirement:

Classic Member - PERS 3% @ 60, highest three years.

Employee pays 5.8% of the contribution, which is deducted from salary on a pre-tax basis, as a cost share.

New Member - PERS 2% @ 62, highest three years. Employee pays 6.25% of the contribution, which is deducted from salary on a pre-tax basis, as a cost share.

Medical Insurance:

City contributes up to \$1,615/month through a cafeteria plan for employee and dependent coverage for CalPERS medical insurance, dental and vision.

Retiree Health Insurance:

City contribution for retiree health insurance for retired employees with at least five years of service with the City.

Other Insurance Benefits:

City pays 100% of AD&D, short and long-term disability insurance.

Vacation:

10-20 days annual accrual based on years of service.

Additional Leave:

12 days of sick leave per year, 14 days paid holiday leave per year.

Deferred Compensation:

City contributes \$50/month match into an ICMA 457 plan.

TO BE CONSIDERED

To be considered for this exceptional career opportunity, complete a City application and submit a resume online at www.wlv.org. **The first review of applications will occur on June 7, 2019, open until filled.**

Applications and resumes will be reviewed for relevant experience, education and training. The top finalists will be invited to participate in an oral/written process. A background check will be conducted, and a pre-employment physical will be required. Inquiries regarding this position can be directed to Scott Wolfe, Planning Director/Deputy City Manager at (818) 706-1613, or by email at scott@wlv.org.

RESERVATION OF RIGHTS

The provisions of this bulletin do not constitute a contract, express or implied, and the City reserves the right to amend, modify or revoke any provisions contained in this announcement without notice. The City also reserves the right to discontinue the recruitment at any time without selecting a candidate from the recruitment. The City is an equal opportunity employer and does not discriminate on any basis protected by law. The City is committed to making its jobs, programs and facilities accessible to all

persons and complies with applicable law. Applicants with disabilities who require accommodation in the recruitment, testing or selection process may contact Audrey Brown, Assistant City Manager at (818) 706-1613.