

# CITY OF LAWNSDALE

## ASSOCIATE PLANNER

OPEN: THURSDAY, APRIL 4, 2024  
CLOSED: PLEASE APPLY IMMEDIATELY

Please read flyer thoroughly prior to completing employment application

**ABOUT THE POSITION:** Under supervision, perform professional and technical level duties in the field of current and advanced planning and development. This is the full journey level class in the professional planner series. Positions at this level perform professional planning work and requires considerable knowledge of all aspects of municipal planning, zoning and development including urban planning.

**EXAMPLE OF DUTIES:** Essential duties include, but are not limited to: coordinates and maintains current and advanced planning programs such as General Plan revisions and redevelopment agency items; administers residential and commercial rehabilitation projects, advises participants on improvement and rehabilitation projects; processes applications for major developments, zoning changes, subdivisions and site reviews; assists the public in solving planning related problems; provides the general public with information concerning development standards, zoning, and current projects; prepares complex reports on planning, housing and redevelopment issues; prepares and revises planning ordinances and prepares General Plan updates such as Housing Element updates; develops maps, charts and graphs in interpretation of various phases of planning studies; develops specific plan and policies with recommendations to the Director of Community Development; performs construction plan checks, including field inspection for zoning compliance; and other related duties as assigned.

**MINIMUM REQUIREMENTS:** Graduation from an accredited college or university with a bachelor's degree in urban planning, architecture, environmental science or related field AND (3) three to five (5) years of professional full-time experience in municipal planning or related field. Certification by the American Institute of Certified Planning (AICP) is desired, but not required. Possession and maintenance of a valid California Class C Driver's License and a Certificate of Automobile Insurance for Personal Liability is required.

**Knowledge of:** Principles and practices of urban planning and zoning administration; California development law, city planning, zoning and building codes, and other applicable federal, state, and local legislation; statistical and research methods applied to the collection and analysis of data pertinent to planning; municipal codes for building and zoning, housing construction, building inspection, community block grant, rental assistance, housing rehabilitation, real estate, and fair housing laws; budget, contract and grant administration; principles and application of construction contract management and problem solving; funding and grant sources; current trends in federal, state and local housing including density bonus guidelines and Section 8 provisions and requirements.

**Ability to:** Prepare clear and concise presentations, ordinances and reports; develop, read and interpret diagrams, plans and specifications; evaluate project compliance with federal, state, and local regulations; interpret and explain City and department codes, ordinances, laws and regulations; manage and organize multiple projects to meet deadlines; establish and maintain effective and cooperative working relationships; communicate effectively in writing and orally, and reason logically and creatively; exercise independent judgment, and initiative as required in the performance of assigned tasks. On a continuous basis sit at desk; frequent use of hands and fingers; speak and hear; intermittently twist to reach equipment surrounding desk; walk and stand to perform office activities and site inspections; perform simple grasping and fine manipulation; occasionally bend, squat, stoop, kneel, push, pull, and lift 25 pounds; subject to frequent interruptions, public contact and moderate noise level in the work environment.

**SELECTION PROCEDURE:** Applications are being accepted immediately and subject to close anytime (tentative closing May 8, 2024). Please apply immediately by submitting an official City Employment Application and resume to the City of Lawndale's Administrative Services/ Human Resources Department. All application materials, to include employment application and resume will be screened and only the most qualified applicants, will be invited to participate in the selection process, which may include, but not limited to application review and evaluation, interview, written and/or performance test. A passing score of at least 70% is required on each phase of the selection process to be placed on the eligibility list, which will remain active for a period of up to one year. Candidates that require special accommodation due to a disability are encouraged to request accommodations prior to the closing date. Applications may be obtained from the City website at [www.lawndalecity.org](http://www.lawndalecity.org) or by contacting the City of Lawndale at (310) 973-3200. EOE.



ASSOCIATE PLANNER  
SALARY: \$7,281 - \$8,850 PER MONTH PLUS BENEFITS

**CITY OF LAWNSDALE**  
14717 Burin Avenue  
Lawndale, CA 90260  
(310) 973-3200  
Website:  
[www.lawndalecity.org](http://www.lawndalecity.org)

**THANK YOU FOR EXPRESSING INTEREST IN OUR CITY! LAWNDALE, HEART OF THE SOUTH BAY!**



**ABOUT LAWNDALE**

Lawndale is centrally located in the Centinela Valley of Los Angeles County, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. Lawndale is an urbanized area of predominately single -family homes, encompassing 1.9 square miles. The City enjoys a moderate climate with a yearly average temperature of approximately 68 degrees. The population is approximately 31,800.

The City of Lawndale was incorporated on December 28, 1959, as a general law city. The City has a council-manager form of government with an elected Mayor and four Councilmembers and a full-time appointed City Manager. The City is a contract city with police and fire services provided by Los Angeles County. There are about 60 full and part-time customer-oriented City staff to provide remaining City services.

**EMPLOYMENT PROCEDURES**

An original City Employment Application and supplemental materials must be received by the Administrative Services/ Human Resources Department, 14717 Burin Avenue, Lawndale, California, 90260 by 6:00 p.m. on the closing date noted on the front side of this job flyer. Resumes are accepted but NOT in lieu of an official City Employment Application. **Incomplete, late or illegible applications will be disqualified and will not be accepted.**

Candidates should refer to Selection Procedures on the front of this flyer for the selection process. Candidates chosen to fill vacancies will be required to pass a physical examination (which includes a drug/alcohol test) and a background investigation (which includes fingerprinting). Candidates must be able to provide documentation which authorizes their legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986 upon hire. Employees chosen to fill a vacancy must serve a 12-month probationary period and can be released from service with or without cause during the probationary period.

The City of Lawndale is an Equal Opportunity Employer which does not discriminate against applicants based on their race, skin color, gender, religion, sexual orientation, or disability. Please notify the Human Resources Department prior to the final filing/closing date should you require an accommodation due to a disability in the testing process. All City of Lawndale employees are designated disaster service workers in the event of an emergency or natural disaster that threatens the life, health and/or safety of the public. **NOTE: The City of Lawndale and its employees are required to comply with any state or County Public Health Orders. If the position for which you are applying is subject to any applicable State or County Order, you will receive notification of any subsequent requirement.**

**SALARY AND BENEFITS**

POSITION	STEP				
	A	B	C	D	E
ASSOCIATE PLANNER	\$7,281 mo.	\$7,645 mo.	\$8,027 mo.	\$8,428 mo.	\$8,850 mo.
	\$87,673 yr.	\$91,737 yr.	\$96,324 yr.	\$101,140 yr.	\$106,197 yr.

**EMPLOYEE BENEFITS** (May not apply to all positions):

**RETIREMENT**– The City contracts with the California Public Employee’s Retirement System (CalPERS), in compliance with Public Employees' Pension Reform Act (PEPRA). The City offers 2% @55 formula for “classic members” and 2% @62 formula for “new members.” The City does not participate in Social Security.

**BENEFITS** – The City provides health benefits for full-time employees, through a flexible benefit spending plan coordinated with IRS Section 125; Tuition Reimbursement Program; and a Wellness Reimbursement Program.

**WORK SCHEDULE** – The City offers varying work schedules to include 5/40, 9/80 and 4/10 work schedule. City Hall is open Monday through Thursday 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends.

**LEAVES** – 12 paid holidays plus varying number of floating holidays arising out of 4/10 plan provisions; 10 days of vacation leave; 8 - 10 hours per month of accrued sick leave.

**LIFE INSURANCE** – All full-time employees receive a life insurance policy.

**LONG TERM DISABILITY** – Employees are covered by disability insurance which will provide income for an employee who is totally disabled from injury or accident.

**DEFERRED COMPENSATION** – The City offers various programs that allow full-time employees to voluntarily defer pre-tax earnings.