



COUNTY OF GLENN



Is recruiting for a

PSE III—PLANNER, ASSISTANT

DEADLINE TO APPLY

Friday, May 7, 2021

COMPENSATION

\$23.34 Per Hour

PSE benefits:

[PSE Summary of Benefits](#)

THE SELECTION

PROCESS

Candidates must submit a completed job application, Resume and Cover Letter. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

THE POSITION

The PSE III—Planner, Assistant position performs a wide variety of technical and professional planning work in the field of current and advanced planning of projects and programs; provides information and assistance to developers and the public on planning-related matters in the Planning and Community Development Services Agency. This position is at-will, temporary, part-time and scheduled for twenty-five (25) hours per week. This recruitment pay be used to establish a list to fill future vacancies for the next six (6) months.

THE IDEAL CANDIDATE

The ideal candidate will be able to prepare maps and graphic illustrations. The person will also have knowledge of principles and techniques of drafting.

WHAT YOU'LL DO

- Reviews and conducts special studies related to current and/or advanced planning projects, programs and operations.
- Gathers, compiles and evaluates statistical data related to the County's existing population, housing needs, income level, employment, etc., for use in projecting future County planning needs.
- Prepares checklists and surveys to gather information relevant to the development of the County's General Plan, and evaluates information obtained through such survey instruments.
- Prepares a variety of technical planning reports, notices and recommendations related to planning, zoning, land divisions, and environmental quality for presentation to the Planning Commission and/or Board of Supervisors.
- Reviews and interprets state and County laws, codes and guidelines associated with current and advanced planning activities.
- Reviews and/or prepares drafts of new or revised planning ordinances and submits for higher-level review.
- Prepares and reviews maps, charts, reports and other graphic materials for presentations and/or reports concerning planning and community development matters.

A complete job description and list of duties can be found at www.countyofglenn.net

About Glenn County Glenn County has a population of 28,122 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

ARE WE A MATCH?

- You have the ability to learn to prepare accurate property and zoning descriptions.
- You have knowledge of basic principles of urban planning.
- You are able to collect and analyze research data.
- You are able to maintain accurate and complete records and files, and prepare reports with accuracy and in a timely manner.
- You have knowledge of business letter writing and report preparation; English usage, spelling, grammar and punctuation.

MINIMUM QUALIFICATIONS

EXPERIENCE:

None Required

EDUCATION:

Bachelor's degree from an accredited college or university or enrolled in the four year program with major course work in planning, geography, environmental studies, architecture, public administration, economics, natural resources, water resources, engineering or business administration or other relevant field.

IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at calapps.org or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, May 7, 2021.

Application packets must include the following

- A Glenn County Employment Application
- Transcripts and/or Certificates

- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.