



City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

Development Services Department Planning Intern

Temporary Non-Benefited Position

**Salary Range: \$15.00-\$20.00/hour
DOQ**

Currently 1 Position Open

Final Filing Date: Friday, February 6, 2015 by 5pm

This is an open recruitment. Qualified candidates from the public are encouraged to apply.

The eligibility list that is developed from this recruitment process may be used to fill future vacancies in the Planning Intern classification or in similar classifications.

Position: Under the general supervision of the Development Services Director, provides professional, technical and support assistance in the development and implementation of planning division activities. Provides land use and planning information and assistance to developers, the business community, and the public. Provides responsible, varied, and office administrative assistance for department associated supervisory and professional staff members.

Qualifications: Bachelor's Degree or in progress of Bachelor's Degree in Planning or related field.

Experience/Ability to:

- Establish and maintain recordkeeping and filing systems.
- Operate a personal computer using word-processing, spreadsheet, and database management software.
- Transcribe from recordings, dictation and/or oral instructions.
- Compose letters and reports independently.
- Research methods, office practices and procedures, filing systems.
- Correct English usage, grammar, spelling and punctuation.
- Basic arithmetic
- Report and letter writing.
- Customer service techniques.
- Organization and functions of City government.
- Read, understand, and interpret policies, procedures, and regulations.
- Organize and prioritize workload effectively to meet deadlines.
- Conduct research in zoning, land use and other related planning matters.
- Learn laws underlying general plans, zoning and land divisions.
- Learn applicable environmental laws and regulations.
- Prepare concise, comprehensive, and accurate work documents and reports.
- Promote the mission, values and objectives of the department, particularly in the area of public service.
- Retrieve and translate figures accurately and make mathematical calculations.
- Carry out projects with minimal supervision.

- Establish and maintain effective working relationships with supervisor, co-workers, other departments, elected officials, outside agencies, and the general public.
- Communicate effectively, orally and in writing, in group and individual situations.

Special Requirements: Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Other Requirements:

Applicant must be at least 18 years of age.

Experience using MS Office required.

Bilingual skills desired, not required.

License & Certificate: Possession of an appropriate, valid California driver's license is required.

Examples of Duties

- Greet the public at the counter in a courteous and professional manner while providing customer service information in response to citizen, developer and general public requests concerning planning applications, zoning and fee requirements, departmental and City regulations, policies and procedures. Answer telephone; provide information in response to inquiries, directing calls as needed, in a courteous and professional business manner. Make outgoing calls as necessary, including, but not limited to returning calls and requesting information.
- Prepare public information materials, meeting agendas and public hearing notices; assist with the preparation of staff reports for development proposals; prepare reports, charts and other materials necessary to accomplish departmental goals.
- Perform basic data calculations such as those required for plan checks and for tabulating data on population, land use, and design criteria as needed.
- Establish and maintain the Planning Division files; perform clerical duties in support of assigned functions. May research files and records for various departments or the public.
- Initial review of applications such as sign permits, conditional use permits, site and architectural review, and administrative permit review.
- Investigate inquiries regarding planning or zoning matters and follow up as required.
- Assist in a variety of departmental operations; perform special projects and assignments as requested.
- Design, prepare, and assemble a variety of forms, folders, agendas, packets, brochures, fliers and announcements, and arrange for distribution.
- Attend meetings as directed, and may record and transcribe summary minutes. May forward pertinent information to department staff.
- Operate any of a wide variety of common office machines including telephone, typewriter, calculator, or adding machine, postage meter and scale, copier, personal computer, laser jet printer, fax machine, lettering machine, recording equipment, binding machine, and scanning equipment.

How to Apply: A formal City Employment Application is required at the time of filing and may be obtained from the **City of Hollister, Human Resources Division located at 375 Fifth Street, Hollister, CA 95023, (831) 636-4300 ext. 24 or may downloaded from website: www.hollister.ca.gov** . Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form.

Selection Process: Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or the Development Services Department. Following the examination process, successful candidates are placed on an employment list. Appointment will be made from the employment list. Appointed employee(s) will be required to pass pre-employment physical exam, drug screen and fingerprints, background check.

Equal Opportunity/Affirmative Action: The City of Hollister does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

*** *Temporary appointments are not to exceed 1,000 hours.***

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

DATE OF NOTICE: January 13, 2015