



# COUNTY OF MONO

## JOB ANNOUNCEMENT

**FILING DEADLINE:**

**FFD: Open Until Filled**  
First Review 12/15/17

**Community Development  
Analyst (Planning)**

*Mammoth Lakes & Bridgeport, California*

**SALARY**

64: \$ 23.58 - \$ 28.66/hr  
68: \$ 26.03 - \$ 31.64

**40 hrs./week**

The County of Mono is accepting applications to establish an eligibility list for a Planning Analyst position (I/II) in the Community Development Department located either in Mammoth Lakes or Bridgeport, with occasional travel to other Mono County communities. This position will work in coordination with the Director or designee.

**Definition:** Under direction, performs a variety of community development functions, include planning, building permit review, and code enforcement duties. The Planning Analyst advises the public on a variety of regulatory requirements; performs routine and technical work, both at the public counter and office; answers inquiries related to building codes, remodeling and repair requirements, development regulations, general plan policies, permit procedures and schedules; performs preliminary review of plans and specifications; reviews, tracks and processes applications; issues building permits; calculates and collects fees; prepares and assists in administering grant applications, including periodic reporting for the Local Transportation Commission's overall work program; participates on project teams in planning studies, environmental reviews, community design, maps/graphics, and general plan preparation; assists with planning policy formulation and implementation; and performs other work as required.

**Distinguishing Characteristics:** The Planning Analyst I is the first working level of the Community Development Analyst class series. This professional class requires a diverse skill set to work on a broad range of tasks and projects, including data collection, research, analysis, staff report preparation, public presentation, technical field reviews and community meetings. Incumbents in this class will be expected to be cross-trained in areas of community development permits, processes and policies. The Planning Analyst II is the journey level classification in the Community Development Analyst series.

**Desirable Qualifications:****Knowledge of:**

- Methods, procedures, principles and practices of research, data collection and report writing.
- Computer and Internet applications related to permit functions, planning and land use.
- Building, zoning and related codes and ordinances enforceable by counties.
- Code compliance and permit monitoring methodologies.
- General content of California Building Codes, and basic housing construction methods and terminology.
- Basic symbols and content of development plans.
- Theories, principles, techniques of land use planning.
- Research and statistical methods.
- Public engagement methodologies.
- Environmental impacts of changes in land use.
- Applicable federal, state, and local laws and codes.

**Ability and willingness to:**

- Read, understand and apply ordinances and regulations.
- Educate the public on the significance of community development policies and initiatives.
- Assist with and prepare planning studies, reports, and policy development documents.
- Review permit applications for completeness and conformity with requisite ordinances.
- Ability to interpret and explain building plans, specifications and building codes; enforce regulations with firmness and tact.
- Learn and enforce federal, state, and local laws, rules, and regulations related to planning and land use activities.
- Express written thoughts logically and professionally; and verbally express ideas, concepts and directions clearly & concisely

**Typical Working Conditions and Physical Requirements:** Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds unassisted and greater than 25 pounds with assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

**Minimum Qualifications:** Any combination of training and experience that provides the required knowledge and abilities is qualifying.

A typical way to obtain the required knowledge and abilities might be: Graduation from a four (4) year college or university with major work in planning, or a closely related field. Experience equivalent to that of a Planning Technician or a permit technician with a government agency may be substituted for the required education on a year-for-year basis. A certificate in planning, certification as a permit technician by ICBO, a graduate degree, or professional certificate in a related field is highly desirable. For Analyst II, One (1) year experience equivalent to that of a Community Development Analyst I or an Assistant Planner.

**Special Requirements:** Possession of a driver's license valid in California.

**Application Process:** For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Human Resources Employment Opportunities website: [www.monocounty.ca.gov](http://www.monocounty.ca.gov) **All completed County applications received will be considered.** E-mailed or faxed applications will also be accepted.

**COUNTY OF MONO  
COUNTY ADMINISTRATIVE OFFICE / HUMAN RESOURCES**

P.O. Box 696 ~ Bridgeport, California 93517

(760) 932-5412 ~ (760) 932-5411 (FAX) ~ [www.monocounty.ca.gov](http://www.monocounty.ca.gov) hr@mono.ca.gov EOE