

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 recognized as one of the finest areas to live, work and raise a family. The community offers a variety of residential housing, convenient shopping centers, and a thriving business and industrial base. As a totally master-planned community, residential, recreational and commercial sites were carefully located within the City to preserve, enhance and protect the area's unspoiled natural environment.

CITY GOVERNMENT

The City of Westlake Village (population 8,867) incorporated in December 1981 as the 82nd City in Los Angeles County. Westlake Village residents and businesses receive high quality community services. The City currently has a staff of ten (10) full time and four (4) part time employees. These employees provide the Administrative, City Clerk, Community Services, Finance, Planning, and Public Works inspection functions. Westlake Village's orientation as a contract City sees many of its 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 has no separate Planning Commission.

HOW TO APPLY

To be considered for this exceptional career opportunity, submit a City application, supplemental questionnaire responses, and resume by April 22, 2011 to:

CITY OF WESTLAKE VILLAGE

31200 Oak Crest Drive

Westlake Village, CA 91362

Questions regarding this position can be directed to Scott Wolfe, Senior Planner at (818) 706-1613, or by e-mail at Scott@wlv.org. A City employment application can be obtained from City Hall or www.wlv.org



The City of Westlake Village

invites applications for



Assistant Planner

POSITION AVAILABLE

The City of Westlake Village is seeking a knowledgeable and dedicated Assistant Planner capable of performing a wide variety of assignments related to the Planning function of the City of Westlake Village.

DUTIES AND RESPONSIBILITIES

Under immediate supervision of the Planning Director, this position organizes and coordinates a wide variety of assignments to include the performance of professional and technical duties involving current and advance planning, environmental analysis and the preparation of assigned reports or special studies. Prepares complex planning reports, and makes recommendations on development permit applications; coordinates and evaluates development proposals and various permit applications; confers with, and advises, architects, builders, contractors, engineers, and the general public regarding City development policies and standards; undertakes current or advance planning studies and projects and conducts surveys and basic research; cooperates with the public in responding to inquiries, both orally and in writing, regarding zoning, planning, or related issues; analyzes data and project information with respect to relevant laws, ordinances, regulations, and policies; determines methods to reconcile project conflicts with legal and policy requirements; conducts field inspections of signs, landscaping, buildings, etc., to ensure compliance with City development, zoning, and planning policies; assists with the preparation of amendments to the City's General Plan, zoning ordinance, and Subdivision Ordinance; manages and coordinates over-the-counter zone clearance activities; coordinates enforcement of City codes and the activities of the City's Special Prosecutor; performs related work as required.

DESIRABLE QUALIFICATIONS

At a minimum, the qualified applicant should possess:

Knowledge of: Principles and practices of urban planning; state law and local ordinances and codes governing land use, development standards, and environmental regulations; including the Subdivision Map Act and CEQA; site planning and architectural review; and community relations and customer service practices.

Ability to: Prepare and present effective written and oral reports; plan, organize, and coordinate planning activities and projects; establish and maintain cooperative relationships with City officials, staff, other governmental agencies, contract service providers, and the public; prepare graphs, drawings, maps and other supplemental materials; understand and carry-out emergency preparedness procedures; and work effectively as a member of a team; and understand and carry-out City policies.

MINIMUM REQUIREMENTS

Education: Bachelor's degree from an accredited college or university with a major in urban planning, architecture, geography or related field. Additional graduate training is desirable.

Experience: A minimum of one year of planning experience, with city or county agency experience desirable.

Possession of a valid Drivers License is required .

COMPENSATION AND BENEFITS

The annual salary for this FLSA non-exempt position is from \$55,308 to \$82,956, DOQ. The City of Westlake Village offers a competitive benefits package, which includes:

- Retirement: 3% at 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 for the 3%@60 enhanced benefit.
- Medical Insurance: City contributes up to \$1400/month through a cafeteria plan for employee and dependent coverage for CalPERS medical insurance, dental and vision.
- City contribution for retiree health insurance for retired employees with at least five years of service with the City.
- City pays 100% of AD&D, short and long term disability insurance.
- Life Insurance: \$100,000 of coverage paid by City.
- Vacation: 10-20 days annual accrual based on years of service.
- Additional Leave: 12 days of sick leave per year, 10 ½ days paid holiday per year, 2 floating holidays per year.
- Deferred Compensation: City contributes \$50/mo. match into an ICMA 457 plan.

SELECTION PROCESS

Applications will be reviewed for relevant experience, education and training. The top finalists will be invited to participate in an oral/written interview process. A background check will be conducted, and a pre-employment physical will be required. This appointment will be made by the City Manager.

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 provision 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 or to terminate the current recruitment and initiate a new recruitment, with or without changes. 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 call (818) 706-1613.