



CIVIL SERVICE COMMISSION
COUNTY OF MADERA
ANNOUNCEMENT OF EXAMINATION

PLANNING DIRECTOR
\$7768 - \$8157 - \$8565 - \$8993 - \$9443/Month

POSITION:

Essential

Functions:

Plan, direct, manage, and oversee the planning functions of the County.

Assume responsibility for the enforcement of zoning, subdivision, and land use laws, ordinances, and regulations in accordance with the general plan.

To oversee the development and revision of the master plan.

To provide consultation on planning issues to the Board of Supervisors, Planning Commission, and other boards and advisory committees.

APPLICATION:

Apply:

Department of Human Resources, 4th Floor

200 West 4th Street, Madera, California 93637

Phone: (559) 675-7705 or TDD Telephone: (559) 675-8970

24-Hour Job Line: (559) 675-7697

Website: www.madera-county.com

FINAL FILING DATE: NOVEMBER 4, 2009 (Official applications must be received by 5:00 P.M. on the final filing date. Postmarks not accepted. Faxed application materials may be accepted under certain circumstances and with prior authorization of the Department of Human Resources. Application materials authorized to be received by facsimile will require that the applicant submit an application with original signature prior to the date of the examination.) ****Those applicants claiming veteran's preference must submit a copy of their DD-214 form along with the application.***

PHYSICAL:

As a condition of employment with the County of Madera, a candidate must pass an employment medical examination, and review of medical history given by the County Health Department and/or health care professional designated by the County.

EXAMINATION PROCESS:

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications may be scheduled for those candidates who meet the necessary qualifications. The Board of Supervisors may limit the number of qualified applicants eligible to participate in the examination process.

****Note: you will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.***

The Department of Human Resources will make reasonable accommodation in the examination process for disabled applicants. If you have special needs, please indicate such on your application.

Madera County does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age, in any of its programs or activities.

EQUAL OPPORTUNITY EMPLOYER

QUALIFICATIONS:

- Knowledge of:
- Operational characteristics and functions of a public planning program.
 - Principles and techniques of management and program administration.
 - Principles and practices of supervision, training, and performance evaluation.
 - Principles, practices, and procedures of community planning, regional planning, and environmental protection as applied to areas of varying size, terrain, population, density, and use.
 - Techniques used in the development, implementation and amendment of general plans.
 - Pertinent Federal, State, and local laws, codes, and regulations including those related to planning and zoning activities.
 - Principles and practices of budget development, preparation, and expenditure control.
- Skill to:
- Operate modern office equipment including computer equipment.
 - Operate a motor vehicle safely.
- Ability to:
- Plan, direct, manage, and oversee the programs, functions, and operations of the Planning Department.
 - Supervise, train, and evaluate the work of assigned staff.
 - Formulate, evaluate, and make recommendations on land use ordinances and zoning policies.
 - Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
 - Serve as technical advisor to the Board of Supervisors, the County Planning Commission, and other commissions, boards, and committees concerned with planning issues.
 - Prepare clear and concise reports.
 - Manage, review, and monitor various contracts for major development projects and studies.
 - Develop and prepare an assigned budget and control expenditures.
 - Effectively represent the Planning Department with the public, community organizations, and other government agencies.
 - Prepare and deliver presentations before various boards, commissions, committees, agencies, and governmental bodies with planning responsibilities.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

SEVEN YEARS OF INCREASINGLY RESPONSIBLE AND COMPLEX PROFESSIONAL PLANNING EXPERIENCE IN COMMUNITY PLANNING AND LAND USE REGULATION INCLUDING THREE YEARS OF SUPERVISORY OR MANAGEMENT EXPERIENCE; AND EQUIVALENT TO A BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN PLANNING, COMMUNITY DEVELOPMENT, OR A RELATED FIELD.

SPECIAL REQUIREMENTS:

Essential duties may require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

For additional information, the full job description is available for review by contacting the Human Resources Department at (559) 675-7705 or by visiting www.madera-county.com.

BENEFITS:

Benefits of employment with the County of Madera include 13 paid holidays per year; 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days maximum accrual); membership in the Public Employees' Retirement System (PERS), with the 8% employee contribution paid by Madera County – enhanced 2.7% @ 55 retirement benefit formula; County participates in the Public Employees' Retirement System Health Benefit Program and for certain selected health plans, the County pays 100% of health insurance premium for employee and 50% for either two-party or dependent coverage; additional salary increases after 10, 15, and 20 years of service.

Planning Director

October 19, 2009
(09-030)

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE COUNTY OF MADERA RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH COUNTY CIVIL SERVICE STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY DEPARTMENT OF HUMAN RESOURCES.