



## The City of Mt. Shasta City Planner

**The City & Community:** The City of Mt. Shasta is located in far Northern California, fifty miles south of the Oregon border at the base of majestic Mount Shasta. The Shasta Trinity National Forest surrounds the community. Several lakes, miles of rivers and streams, and thousands of acres of back country provide an outstanding environment for many summer and winter outdoor activities. The Fourth of July Celebration, Labor Day Car Show and Cruise, and the Christmas Tree Lighting and Santa's Sleigh Ride are just a few popular community events.

Mt. Shasta is a full-service General Law City, incorporated in 1905. It currently has 3,268 residents, although the population of its sphere of influence is approximately 7,000. The City operates under a Council-Manager form of government. The City's \$8.5 million annual operating budget provides a full range of public services, including police and fire protection, public works, water and wastewater utilities, and planning and building.

**The Position:** Under the direction of the City Manager, this full-time position is responsible for performing a variety of professional planning activities in support of City land use and development projects. The job includes general counter work on planning permits, review of land use applications, report creation for the Planning Commission and City Council, and special projects. The position is also responsible for research, policy analysis, and preparation of final reports on projects, demographic analysis, and land use inventories. The work involves evaluating existing community facilities, services, housing and transportation needs; analyzing, collecting, tabulating and interpreting statistical data; interpreting the General Plan, land use process, zone and subdivision code design standards; determining municipal and environmental impact of proposed land use and development projects in accordance with the California Environmental Quality Act (CEQA); as well as other related work as required.

**Education & Experience:** The ideal candidate is committed to excellence and customer service, possesses exceptional interpersonal and communication skills (both oral and written), is an energetic self-starter and has a reputation for professional integrity. This position requires any combination equivalent to a bachelor's degree in planning, architecture or related field and two years experience performing municipal planning functions including work with compliance issues.

**Compensation & Benefits:** The current salary range is \$4,972 to \$5,469 per month. Benefits include a generous City contribution to a Cafeteria Plan with family medical coverage that includes a City funded health savings account, vision, and dental, and supplemental insurance. The position receives P.E.R.S. 2% at 62 (new members) or 2% at 55 (classic members) retirement plan, 12 holidays per year (96 hours), sick leave (8 hours/month), bereavement leave (40 hours), and vacation days, which accrue monthly at a rate that increases with tenure (80 to 160 hours). The City also has several employee-funded deferred compensation plans available.

**How to Apply:** Interested applicants can obtain a job description and application from City Hall by phoning 530-926-7510 or on the City's website at [www.mtshastaca.gov](http://www.mtshastaca.gov) under Human Resources. Applications and resumes must be submitted to City Hall, Attn: Human Resources at 305 N. Mt. Shasta Boulevard Mt. Shasta, CA 96067 or by email to [jpolk@mtshastaca.gov](mailto:jpolk@mtshastaca.gov) or by fax at (530) 926-1342. The position is open until filled. Resumes will not be accepted without a completed application.

The final candidate must successfully pass a pre-employment background check and drug screen.