

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks & spacious desert vistas, quiet lakes, bubbling hot springs & cold mountain streams, winter snows & sunny summer skies, rolling sagebrush hills & vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities & activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants & cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County & offers fine schools, shopping, dining & recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville & Walker. The southern areas of the county include Crowley Lake, Benton and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra, enjoy working where you vacation. An outstanding opportunity exists in the beautiful Eastern Sierra.

***BENEFITS:** Mono County provides generous benefits, including 2.7% @ 55 PERS retirement; medical, dental, vision, and life insurance; 401(a) plan matching of deferred compensation contributions (up to 3%).*

## TO APPLY

Application materials should be returned to:

**County of Mono, CAO/HR**  
**P.O. Box 696, Bridgeport, CA 93517**  
**Telephone: (760) 932-5412**  
**Fax: (760) 932-5411**

**Email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov)**

**[www.monocounty.ca.gov](http://www.monocounty.ca.gov)**

**Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.**

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

## COUNTY OF MONO



INVITES APPLICATIONS FOR

PRINCIPAL PLANNER

**FINAL FILING DATE:**  
**Open Until Filled**  
**First Review: Jan. 28, 2022**

**SALARY:**  
**Range 78: \$37.87 - \$46.03 hourly**  
**Annually \$78,773-95,749**

*Equal Employment Opportunity Employer*



Photo: © Greg Newbry

## THE POSITION

Under direction, to perform the full range of professional planning assignments in the Planning Division of the County Community Development Department including oversight of specific planning disciplines; participate in planning studies, environmental reviews, permit processing, community design, and general plan preparation; assist with planning policy formulation and implementation; provide supervision and evaluation for other planning staff including project manager for large and complex projects; provide lead direction and training and related work as required.

- Gathers data and information for planning studies and long-range planning policy development;
- Manages and assist with preparation of general plan elements;
- Manages and performs current planning assignments;
- Manages and assists with and prepares project reports;
- Manages and conducts research and performs data analysis;
- Processes applications for property adjustments;
- May conduct inspections of sites to ensure compliance with General Plan and Zoning Codes;
- Manages and assists with the preparation of and prepares environmental studies;
- Prepares public presentations;
- Manages and participates in environmental review of proposed projects;
- Manages and assists with implementation of general plan amendments and specific planning requirements;
- Manages and assists with the revision of planning ordinances;
- Interprets use permits in accordance with applicable ordinances and regulations;
- Performs reviews of site development plans and may prepare and present staff reports for the Planning Commission and Board of Supervisors;

- Manages and supervises small project teams or specific planning disciplines such as long-range planning, current planning, or CEQA;
- Prepares or assists with the preparation of maps and graphs;
- Answers public inquiries regarding planning issues, permit procedures, and zoning;
- May represent the Planning Department on committees;
- Provides staff support and may provide management oversight to local and regional planning advisory committees and certain state-mandated and local commissions;
- Supervises, evaluates, and manages subordinate staff;
- Maintains confidentiality.

## QUALIFICATIONS

### Knowledge of:

- Functions and responsibilities of a public planning agency;
- Principles, techniques, and knowledge of land use planning;
- Computer applications related to planning and land use;
- Current trends in land use planning and community design;
- Research and statistical methods;
- Environmental impacts of changes in land use.
- Graphic illustration and presentation;
- Public agency administration;
- Principles of lead supervision and training, professional development, workplace motivation and teambuilding, and capacity building.

### Ability to:

- Enforce Federal, State, and local laws, rules, and regulations related to planning and zoning activities.
- Manage and supervise small project teams on complex projects or staff within a specific planning discipline;
- Manage and assist with planning studies and environmental reviews;

- Collect, compile, and analyze technical, statistical information;
- Manage and assist with and prepare planning and zoning reports;
- Read and understand laws, ordinances, general plan elements, environmental impact statements and other documents related to community planning and land use;
- Operate a personal computer and use appropriate software in the performance of planning work;
- Effectively represent the Planning Division and the Community Development Department;
- Establish and maintain cooperative working relationships.

### Minimum:

Graduation from a four (4) year college or university with major work in planning, or a closely related field, and three (3) years of increasingly responsible experience equivalent to that as a Planner III. 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 graduate degree, certification from the American Institute of Certified Planners (AICP), or other professional certificate in a related field is highly desirable. Experience in CEQA, staff supervision, and/or project management preferred.

### Special Requirements:

Possession of a valid California driver's license.

### Physical Requirements & Working Conditions:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, typewriter, telephones, calculators, copiers, and FAX.

## THE APPLICATION PROCESS

1. Submit a complete application and resume to Mono County Human Resources.
2. Select candidates will be invited for an interview and asked to submit a writing sample of an environmental or project analysis.
3. The interview may include a review and practical demonstration of the required knowledge and abilities as stated in the job description.