



CITY OF BRADBURY, CALIFORNIA

"Preserving Rural Tranquility"

Invites applications for

City Planner

Part-time, Contract Position

Position

The City of Bradbury has an immediate need for a part-time City Planner. This position will perform all duties related to city planning activities, as mandated by local and State law. The City Planner is the primary point of contact with property owners, architects, engineers for private development projects, and City employees. This position is to be the expert on all planning matters related to the City of Bradbury. As a one-person shop, this position does not manage or supervise employees.

The City of Bradbury

The City of Bradbury is a small, residential/equestrian-orientated community of approximately 1,050 nestled at the base of the San Gabriel Mountains below Angeles National Forest in Los Angeles County. Incorporated since July 26, 1957, the City is a true "contract city." It has a small full-time staff and contracts for many of the services provided to its residents. The community encompasses 1.9 square miles, and includes 3.2 miles of public streets and roads. Bradbury is bordered on the west by the City of Monrovia and on the south and east by the City of Duarte. The City includes communities within the Bradbury Estates, along Woodlyn Lane, and in non-gated areas. Much of the City is zoned for agriculture and maintains open space in the foothills through two and five acre minimums. Other areas of the City enjoy quiet residential streets which preserve the rural feeling that led to the City's founding. It is a General Law City operating under the City Council/City Manager form of government. The City Manager oversees all city functions.

The City Council strives to provide the highest level of service and responsiveness to its residents.

Essential Duties and Responsibilities

- Provide public counter hours on-site
- Conduct site visits
- Be available by phone or for meetings with staff and the public during weekday work hours
- Conduct project review for zoning compliance
- Review and process planning and subdivision applications, including Conceptual Plan Review, Architectural Review, Variances, Conditional Use Permits, Lot-line adjustments, Parcel Maps and Tract Maps
- Implement the City's hillside development ordinance
- Prepare notices and staff reports for the Planning Commission
- Attend and lead monthly Planning Commission meetings. Make presentations to the Commission, and City Council, when required.
- Prepare graphic material for the Planning Commission and outside interest groups.
- Prepare resolutions and ordinances for planning projects
- Follow-up with project applicants

- Tracking approved projects for compliance through the completion of the construction process
- Update City land use policies, including the General Plan and Housing Element
- Note deficiencies in policy or legal authority and define areas for policy consideration and decision; prepare recommended development plans; relate plans to goals and policies of various government programs and analyze possible conflicts or contradictions
- Attend inter-department review meetings and communicate regularly with the Building Official, Building Inspector, City Engineer, City Landscape Architect, and City Manager
- Coordinate project review with the Homeowner's Association and Community Services District
- Conduct community meetings on significant projects, as warranted
- Along with the Building Inspector, conduct complex field investigations regarding reported violations of the Development Code and the non-legal establishment and use of buildings and other structures
- Review and implement State Law Mandates and other policies
- Provide information and data as requested by local, state, and federal agencies, such as homeless counts, census information, USGS and other maps, etc.
- Provide information to the City Manager, City Clerk, Management Analyst and other contract employees regarding planning matters

Education and Basic Requirements

- Possess a Bachelor's Degree in Planning or a related field
- Have at least two years of experience working for a municipality or planning firm at the senior planner level or higher. Experience in hillside and affluent communities is highly desirable
- Gain and utilize a working knowledge of the City's Development Codes/Ordinances
- Complete projects of routine difficulty with minimum instruction or supervision
- General knowledge of principles and practices in environmental planning and the California Environmental Quality Act (CEQA)
- Knowledge of common governmental forms and their interrelationships, responsibilities, goals and functions
- Mathematical and statistical computations
- Electronic data processing experience
- Elements of planning and zoning theory, as they relate to ordinances governing land use and zoning
- Organizational skills and project management
- Conducts research, analyzes data, draws conclusions, and makes appropriate recommendations based on information gathered
- Speaks effectively to groups, and prepares clear and concise written and oral reports
- Excellent communication skills and ability to work well with others

Work Schedule

Flexible work schedule of up to 25 hours per month, or as needed

Compensation

This is a part-time contract position, and compensation is dependent on experience/qualifications.

Questions

Questions may be directed to Kevin Kearney at (626) 358-3218 or at kkearney@cityofbradbury.org.