INTRODUCTION:

The Department of City Planning is seeking talented planning professionals to oversee the City’s review of proposed development projects in the City’s 31 Redevelopment Project Areas.

The City of Los Angeles is in the process of assuming authority over land use reviews in these Redevelopment Project Areas, in the aftermath of the dissolution of the Community Redevelopment Agency of Los Angeles (CRA/LA). While the economic development and financial tools of the former CRA/LA are no longer available, the Redevelopment Plans for these geographic areas remain in effect.

Most of the Redevelopment Plans specify that permits cannot be issued without some level of signoff ensuring that development proposals are consistent with the Plans. Redevelopment Plans and associated land-use controls provide important protections for neighborhoods addressing development scale, use, density, intensity, parking, design, and historic preservation. These important land use tools provide standards for development in many of the City’s most economically disadvantaged neighborhoods, in addition to large sections of Downtown Los Angeles, Hollywood, and other employment hubs.

POSITION DESCRIPTION:

A City Planning Associate prepares or assists in the preparation of studies, research, and reports in the areas of Community Planning, Citywide Planning, Environmental Planning, Transportation Planning, Land Use Administration, and Zoning Administration.

MINIMUM REQUIREMENTS:

1. Bachelor’s Degree (Master's Degree preferred) in urban planning, urban studies, urban design, architecture, landscape architecture, geography, or a closely-related field and two years of full-time paid professional experience in long-range and/or current urban planning; or
2. Graduation from a recognized four-year college or university and four years of full-time paid professional experience in long-range and/or current urban planning; or
3. Two years of full-time paid professional planning experience as a Planning Assistant with the City of Los Angeles.
4. One year of graduate study in Urban Planning or a closely related field with completion of 24 semester units or 36 quarter units may be substituted for up to one year of the required professional planning experience.

DUTIES:

- Reviews applications, projects, and permits for consistency with the adopted Redevelopment Land Use plans for the 31 redevelopment areas.
- Acts as lead Planner for multiple geographic redevelopment areas and serves as the main point of contact for applicants and community input.
Confers with project applicants regarding the land use regulations of the Redevelopment Plan and any adopted Design for Development (DFD) plan and guides applicants through the appropriate entitlement process.

Reviews proposed building plans for consistency with the Redevelopment Plan and DFD and submits electronic clearance to the Department of Building and Safety (LADBS) for permit issuance on projects requiring building permit review.

Prepares necessary project review materials for approval by the City Planner and Senior Planner for projects requiring action as part of consistency with a Redevelopment Plan or adopted DFD.

Prepares a draft staff recommendation report for projects requiring review by the City Planning Commission or CRA/LA/Designated Local Authority Board, as outlined in the Redevelopment Plan or DFD or Zoning Code.

Prepares any necessary environmental clearances, including Negative Declarations and Mitigated Negative Declarations, where required as part of any discretionary Redevelopment Plan project review process.

Assists in preparing draft overlay ordinances to facilitate the transition of redevelopment land use authority into the City of Los Angeles’ codes and procedures.

Pursues additional policy development to streamline and improve the City’s review of land use requests in Redevelopment Project Areas.

Performs other related duties as assigned by Department management.

**SALARY:**

Range: $34.93 - $43.40 per hour.

**QUALIFICATIONS:**

- Strong written and oral communications skills
- Knowledge of redevelopment planning and law is preferred
- Knowledge of the California Environmental Quality Act (CEQA) is preferred
- Familiarity with project entitlement processes, policy planning and plan implementation
- Experience in handling complex project entitlement cases through discretionary approval process
- Experience in policy development and the drafting of ordinance language is preferred
- Strong problem-solving skills
- Strong customer-service orientation in working positively with project applicants and community stakeholders
- Excellent work ethic and high degree of initiative

**HOW TO APPLY:**

Electronic submittals are required. Interested applicants should email a resume and cover letter to:

Los Angeles Department of City Planning
Vanessa Willis
Email: Vanessa.Willis@lacity.org
(Email submissions only)

**Application Deadline:**

To be considered for this position, all application materials must be received by noon on Friday, April 26, 2013.

Each resume will be reviewed to assess the candidate’s experience and qualifications as they relate to the ability to perform the responsibilities of this position. Only the most qualified applicants will be invited to interview.

For questions, please contact Vanessa Willis at (213) 978-1269.

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