



Join the City of Monrovia as our next...

PLANNING TECHNICIAN

\$4,656.88 - \$6,240.66 MONTHLY

WHO WE ARE

The City of Monrovia is searching for the next exceptional Planning Technician. We are looking for someone who is customer service driven, a team-player, self-motivated, and thrives with challenges. We are seeking an integral team member for the Planning Division that will provide support in all areas and division initiatives. This position will be committed to improving the quality of life for the community and promoting innovation. If you're intrigued by this opportunity you should apply now!

Located 20 miles northeast of Los Angeles and nestled at the base of the San Gabriel Mountains, Monrovia is home to nearly 40,000 active and engaged residents. This growing City distinguishes itself from other communities with its dynamic small-town charm and a collection of high-tech industry. Monrovia's heritage can be seen in our history, diverse population, tree-lined streets, historic buildings and award-winning downtown. From beautiful open spaces to top-rated education, a world of amenities is available in Monrovia.

COMMITMENT TO DIVERSITY

The City of Monrovia offers opportunities for individuals of all experiences and backgrounds to come together for a singular purpose – to serve the people of Monrovia to create a community that offers a premier quality of life. Monrovia is a community where diversity, equity, and inclusion are celebrated, and where intellectual curiosity, respectful dialogue, and a commitment to inclusion are vital to our success.

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is comprised of three divisions: Building, Planning, Neighborhood and Business Services. The Department is dedicated to serving the community, enhancing the quality of life, maintaining property values, and improving the built and natural environment. Responsibilities range from performing responsible, complex, and professional work in all aspects of city planning with an emphasis on advanced planning and historic preservation. Each division provides an essential service to the community and the department is dedicated to preserving natural resources, supporting the community, and ensuring economic vitality.

THE POSITION

This position is responsible for a variety of ongoing operational responsibilities including, but not limited to:

- Provide exceptional customer service by responding to public inquiries in person, over the phone, and via email regarding planning procedures, zoning requirements, and permit applications and assist in directing inquiries to the appropriate department or division, as needed;
- Evaluate proposed development projects ensuring compliance with architectural, zoning and general plan requirements;
- Interpret local planning related ordinances;
- Assist in preparing staff reports for Development Review Committee, Historic Preservation Commission, Planning Commission, and City Council;
- Manage ongoing record-keeping, documentation, and filing of planning applications, permits, and correspondence; and
- Performs related duties as assigned.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

BA/BS in planning or related field or current college enrollment as a Junior or Senior. One (1) year of experience in a municipal planning department and forward facing customer service is highly desirable. Experience working with diverse groups and ability to exercise cultural sensitivity and awareness is highly desirable.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

SELECTION PROCEDURE

Applications will be reviewed and those candidates whose applications indicate that they are most qualified will be invited to continue in the examination process. Candidates will be notified via email or telephone if they qualify for the next step in the recruitment process. The selection process may consist of: Application Evaluation (Qualifying), Written Examination (Pass/Fail), and Qualifications Appraisal Interview (100%). If you have a disability that may require an accommodation in the selection process, please notify Human Resources in writing when you submit your application.

RECRUITMENT TIMELINE

Application Deadline	April 6, 2025
Written Examination	April 16, 2025
Oral Interview	May 1, 2025
Candidate Start Date	June 9, 2025

This recruitment is open to the first 150 applicants and may close at any time with or without notice depending on the number and quality of applications received. The dates listed above are subject to change.

APPLICATION SUBMITTAL PROCESS

For more information or to apply, please visit:
www.monroviaca.gov

Questions regarding this recruitment, please contact:

Lisa Ung, Management Analyst
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