



THE CITY OF WESTLAKE VILLAGE INVITES APPLICATIONS FOR  
**ASSOCIATE PLANNER**





## A UNIQUE OPPORTUNITY

Known for its spectacular location and natural beauty, neighborhood atmosphere, services available to residents, open space, and adjacency to destinations throughout Southern California, the City of Westlake Village (approximately 8,200 population) is one of the most desirable communities to live, work, and recreate, in California. As a City that is also known for professional and exemplary management, collaborative teamwork, and a family oriented atmosphere that values a work/life balance in support of fostering productivity and innovation, the City is seeking an experienced, knowledgeable, forwardthinking and customer-service focused individual to serve as Associate Planner in the Planning Department.

## THE COMMUNITY

As the “City in the Country,” Westlake Village has a special small-town charm. Characteristic phrases that define and distinguish Westlake Village include: great place to raise a family; wonderful balance between the residential, commercial, and business sectors; incredibly beautiful physical amenities such as wide boulevards, richly landscaped parkways and medians; top notch schools; quality living; neighborliness; safe, quiet neighborhoods; and a strong sense of community pride, civic responsibility, and identity. As such, residents and businesses alike enjoy and appreciate, and the City staff team take pride in providing, an extraordinarily high level of customer service, quality city services, and city responsiveness.

## THE ASSOCIATE PLANNER POSITION

The City of Westlake Village is seeking an experienced and enthusiastic Associate Planner who has the ability to develop and maintain positive and ongoing relationships and interactions with the public, City staff, and consultants; the ability to complete tasks in a timely manner; and the appropriate skills in managing multiple projects and activities at the same time. The position will assist the Planning Director in administering the City’s Zoning Ordinances, General Plan, and various other programs in support of the City’s residents and businesses. A motivated and organized individual who enjoys being nimble and adaptive to the needs of the organization will thrive in this unique position.



## DUTIES AND RESPONSIBILITIES

Under the general supervision of the Planning Director, this position performs midlevel professional and technical duties involving current and advance planning activities, environmental analysis, and the preparation of assigned reports or special duties.

The position will prepare complex planning reports, and make recommendations on development permit applications; coordinate and evaluate development proposals and various permit applications; confer with and advise architects, builders, contractors, engineers, and the general public regarding City development policies and standards; undertake current or advance planning studies and projects and conduct surveys and basic research; respond to public inquiries, both orally and in writing, regarding zoning, planning, or related issues; analyze data and project information with respect to relevant laws, ordinances, regulations, and policies; determine methods to reconcile project conflicts with legal and policy requirements; conduct field inspections to ensure compliance with City regulations and policies; assist with preparation of amendments to the City's General Plan and Zoning Ordinance; participate in the preparation or review of environmental impact and planning reports; manage and coordinate plan reviews and permit approvals with Los Angeles County Building and Safety staff; coordinate enforcement of City codes with the Community Preservation Officer and the City Prosecutor; make public presentations and present oral reports on planning information and activities, serve as Emergency Response Worker as necessary, and perform related duties and responsibilities as required.

## DESIRABLE QUALIFICATIONS

The ideal candidate will have knowledge of the principles and practices of urban planning; state law and local ordinances and codes governing land use, development standards, environmental regulations including the Subdivision Map Act and CEQA; modern office procedures, methods, and equipment; principles and procedures of record keeping; and site planning and architectural review. A knowledge of Microsoft Office and basic computer skills is required.

The City of Westlake Village relies on the "contract city model" for the delivery of services by retaining a small, crosstrained staff. The City of Westlake Village prides itself on having staff who are highly responsive and dedicated to providing assistance beyond its residents' expectations. The Associate Planner will be part of a team that emphasizes these qualities in meeting the needs of the organization and community.

## MINIMUM REQUIREMENTS

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

**Education:** A bachelor's degree from an accredited university or college with a major in urban planning, architecture, geography, or related field. Additional graduate training is desirable.

**Experience:** At least two (2) years of experience in a planning position with directly relevant experience in public planning, environmental, transportation, or urban design/architectural issues. Experience with a city or county agency is desirable.



## COMPENSATION AND BENEFITS

The annual salary range for this FLSA non-exempt position is from \$81,156 to \$127,788, DOQ. The City of Westlake Village offers a highly competitive benefits package, which includes:

### Retirement:

**Classic Member** PERS 3% @ 60, highest three years. Employee pays 5.8% of the contribution, which is deducted from salary on a pretax basis, as a cost share. City pays 2.2% of contribution (classic only)

**New Member** PERS 2% @ 62, highest three years. Employee pays 7.75% of the contribution, which is deducted from salary on a pretax basis, as a cost share.

### Medical Insurance:

City contributes up to \$3,978/month through a cafeteria plan for employee and dependent coverage for CalPERS medical insurance, Delta dental and VSP vision.

### Retiree Health Insurance:

City contribution for retiree health insurance for retired employees with at least 5 years of service with the City.

### Other Insurance Benefits:

City pays 100% for \$100,000 coverage for Life, AD&D, and provides short and longterm disability insurance in lieu of California SDI. Supplemental life and AD&D available through AFLAC.

### Vacation:

10-20 days annual accrual based on years of service, with annual cashout option.

### Additional Leave:

96 hours of sick leave per year, 13 days paid holiday leave per year, 2 Floating holidays.

### Deferred Compensation:

City contributes \$50/per paycheck match into a Mission Square 457 plan.

### Retiree Health Savings Plan:

City contributes \$150/per month into a Mission Square RHS Plan.

### Flexible Spending Account:

Available for health and dependent care.

### Flexible Work Schedule:

A 9/80 work schedule may be considered after 6 months of satisfactory service.

**The City does not participate in Social Security or California SDI.**

## SELECTION PROCESS

Applications will be reviewed for relevant experience, education, and training. The top finalists will be invited to participate in an oral/written process. A background check will be conducted, and a pre-employment physical will be required. This appointment will be made by the City Manager.

## HOW TO APPLY

To be considered for this exceptional career opportunity, please apply online by visiting the Employment Opportunities section of the City's website at: [www.WLV.org](http://www.WLV.org).

Deadline to apply is Tuesday, April 28, 2026, at 5:00 p.m. Interviews are anticipated on Wednesday, May 20, 2026.

Questions regarding this position can be directed to Kristen Asp, Planning Director at (818) 7061613, or by email at [Kristen@wlv.org](mailto:Kristen@wlv.org)

## RESERVATION OF RIGHTS

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For more information about the City of Westlake Village, please visit the City's website at [www.wlv.org](http://www.wlv.org).

