



CITY OF SAUSALITO
420 Litho Street, Sausalito CA 94965
Attn: Human Resources Administrator
(415) 289-4130
spaterson@ci.sausalito.ca.us

ASSOCIATE PLANNER
(up to \$6,717/month)

Two Full-time Positions in the Community Development Department
Application Deadline: Friday, January 9, 2015 by 5:00 p.m.

JOB DUTIES

Under general supervision, administers complex current and advance planning activities, including serving as project manager for complex development applications and special projects; administers specified activities in such areas as zoning, advance planning, and environmental review; provides information and assistance to property owners, developers, contractors, and the public; provides complex professional assistance to the Community Development Director, City Council, Planning Commission, Historic Landmarks Board, and others in areas of expertise; oversees, reviews, and performs a variety of studies and prepares and presents staff reports; and performs related work as required.

The successful candidate will have exceptional communication, organizational, and interpersonal skills. Appointments will be based upon experience and overall qualifications.

The Associate Planner is the full journey-level class in the professional planning series. Positions at this level are distinguished from the Assistant Planner level by performing the full range of duties as assigned, working more independently, and exercising a higher level of judgment and initiative.

Typical duties for the position include:

- Serves as project manager for complex current and/or long-range planning projects and special planning studies, including in-depth application and plan review, coordination with applicants, preparation of legal notices, preparation and presentation of staff reports, monitoring of conditions of approval, checking submittals for building plan check, and inspection of development sites.
- Interprets and applies federal, state, and city regulations to ensure that public and private projects are in compliance, including the State Planning and Zoning Law, the California Environmental Quality Act (CEQA), and the Subdivision Map Act, as well the General Plan, local specific plans, design guidelines, and departmental procedures.
- Interacts and communicates with a variety of individuals and groups at the public service counter, in the field, over the telephone, via email, at public hearings, and in discussion forums, including other City departments, public agencies, and elected and appointed City officials.
- Conducts site and policy research to obtain information for the preparation of staff reports, correspondence, memoranda, and policy documents.
- Researches, analyzes, and interprets social, economic, population, and land use data and trends; develops survey instruments to collect data; develops recommendations and prepares written reports on various planning matters, including the General Plan.

- Evaluates the conclusions of initial environmental studies, mitigated negative declarations, environmental impact reports, and uses the evaluation to formulate recommendations on projects; monitors project compliance with environmental document mitigation measures and conditions of approval.
- Participates in general plan and specific plan amendments and updates; participates in and makes recommendations regarding ordinance and policy development.
- Provides staff support to ad hoc committees and commissions; prepares and presents agendas, minutes, staff reports, and resolutions.

QUALIFICATIONS

Knowledge of:

- Modern and advanced principles and practices of technical and legal issues of urban and regional planning, zoning, urban economics, demographics, and environmental planning and program management.
- Geographic, socio-economic, transportation, political, and other elements related to city planning.
- General plans, current planning processes, and the development process.
- Site planning and architectural design principles.
- Applicable federal, state, and local regulations, and organizational policies and procedures. Project and contract administration principles and techniques.
- Researching and reporting methods, techniques, and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and City staff.

REQUIREMENTS

Education and Experience:

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:

Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, community development, business or public administration, or a related field, and three (3) years of experience in planning, zoning, and related community development activities.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

BENEFITS

Cafeteria Benefit Plan: The City offers a healthy cafeteria benefit program including choices among plan options for medical, dental, vision, life insurance, short and long-term disability, and PERS long-term care insurance.

Leave: Employees earn 10 hours vacation and 8 hours sick leave per month. Employees in the Community Development Department currently work a 9-80 work schedule with alternate Fridays off. Employees are entitled to 9 paid holidays and 15 hours of "floating holiday" time each year.

Union Membership: This position is non-exempt and is part of the Service Employees' International Union group

THE COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Director oversees the Planning Division and Building Division which are staffed by a combination of Associate Planner(s), Assistant Planner(s), a Building Inspector, a Permit Technician, and an Administrative Aide. The Planning Division provides staff support to the Planning Commission, the Historic Landmarks Board, and the City Council.

CITY GOVERNMENT

Sausalito is a General Law city incorporated in 1893 and has a City Council/City Manager form of government. The City provides a full range of services that includes Administration, Finance, Police, Public Works, Parks and Recreation, Community Development and a public library. The City Council and staff value positive relationships with the residents, businesses, visitors and outside agencies..

THE COMMUNITY

Sausalito is a beautiful bay front city of 7,400 residents within 2.2 square miles that serves a visitor population several times the size of the year-round population. The community has been geographically blessed with a variety of natural features that define residential neighborhoods, commercial districts, shoreline and waterfront, and a maritime-oriented office/industrial district. The blend of historical buildings, wooded hillsides, sweeping bay and San Francisco views nestled against the Golden Gate National Recreation Area combine to make Sausalito a community of unparalleled charm and natural beauty. Residents are community-oriented and very supportive of City staff.

APPLICATION PROCEDURE

To obtain an Employment Application and detailed job information brochure:

- Print the Application from the City website <http://ci.sausalito.ca.us/administration/humanresources> or
- Request the Application by e-mail to: spaterson@ci.sausalito.ca.us

Submit all application materials by 5:00 p.m. on Friday, January 9, 2015, by **mail or personal delivery** to:

City of Sausalito / Attn: Susan Paterson, Human Resources Administrator
420 Litho Street, Sausalito, CA 94965
(415) 289-4130
Questions to: spaterson@ci.sausalito.ca.us

To be considered, applicants must complete and submit ALL of the following:

- Cover letter that describes why this position appeals to you and the highlights of your career that best qualify you for the Associate Planner position.
- City Employment Application completed and signed. *(Please note that the Applicant Tracking Form portion of the Application must be submitted; be assured that it is separated from the application upon receipt, and the information submitted on the Tracking Form is NOT processed in connection with any individual's application so that the information remains anonymous).*
- A list of references: 3 professional references and 3 personal references *(The City will NOT contact these references unless the applicant becomes a finalist in the selection process, and if that is the case, the applicant will be informed before the City makes contact with the references).*
- The Supplemental Questionnaire must be completed and attached
- A report writing sample, preferably a sample "staff report" that you have prepared for a planning project (maximum 5 pages)

ASSOCIATE PLANNER SUPPLEMENTAL QUESTIONNAIRE

Instructions: **Place your name on each page of your responses to the Supplemental Questionnaire.** Please use no more than two pages to answer the questions below. Your responses will be assessed for content, organization, clarity, and brevity.

1. Briefly describe how your planning experience and education qualify you for this job. Include experience gained during an internship or similar work study situation.
2. Briefly describe your familiarity with California planning and zoning laws, including the California Environmental Quality Act.
3. Describe your experience in giving oral presentations of reports in a public meeting situation. Specify the type of board or commission to which you made the presentation.