



CITY OF SAUSALITO

420 Litho Street, Sausalito CA 94965
Attn: Human Resources
(415) 289-4130 FAX (415) 289-4167
spaterson@ci.sausalito.ca.us

SENIOR PLANNER (\$6,385month)

**Full-time Position in the Administration Department
Application Deadline: July 22, 2016.**

JOB DUTIES

The City of Sausalito seeks a highly-motivated person who, under direction of the Department Director, administers specified planning activities including current planning, zoning and subdivision ordinance, advanced planning and the General Plan; complex professional planning activities, such as serving as project manager for complex development and land use applications. This is a lead position in the Community Development Department and will participate in advanced, multi-department initiatives. The Senior Planner also

- Reviews applications for residential, commercial and other land use development; evaluates alternatives and conformance with City policies, ordinances, the General Plan and state and federal laws; prepares and presents staff reports to the Planning Commission and City Council regarding such applications;
- Serves as project manager for complex planning projects, including analyzing and evaluating site and architectural plans, performing technical review for project plans and applications and making recommendations;
- Manages consultant contacts including determining scope of work and budgets, tracking budgets and approving contract payments;
- Updates and creates long-range planning documents such as the City's General Plan and other assigned plans; prepares modifications to specific General Plan elements.

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

REQUIREMENTS

- Equivalent to graduation from a four-year college or university with major coursework in city, urban or environmental planning, architecture or a field related to the area of assignment and five years of planning related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. A Master's Degree in Planning or a related field is preferred but not required. Two years of project management or supervisory experience are also preferred.
- A valid California Driver's License is required.

THE COMMUNITY DEVELOPMENT DEPARTMENT

The City's Community Development Department includes Building and Planning divisions. The Community Development Director heads the Building Division which includes 2 employees and 2 contract roles and the Planning Division which includes 4 other employees and some consultant services. The Administration offices are located at City Hall, 420 Litho Street, Sausalito, CA 94965

BENEFITS

Cafeteria Benefit Plan: City contributes to a Cafeteria Benefit Plan in the amount for which an employee qualifies: \$743.10 per month for single employee; \$1,410.91 for employee + 1 dependent; \$1,811.61 for an employee + 2 or more dependents. The employee may choose among plan options for medical, dental, vision, life insurance, and long-term disability. All City employees are members of the CalPERS retirement plan.

Leave: Employees earn 10 hours vacation and 8 hours sick leave per month. The AE will work a 5-40 work schedule and be entitled to 10 paid holidays and 16 hours of “floating holiday” time each year.

Union Membership: This is a miscellaneous, non-exempt position represented by the Service Employees’ International Union.

APPLICATION PROCEDURE:

Applications are available on our City website <http://ci.sausalito.ca.us>, Human Resources.

Submit the following materials by mail or personal delivery to the City of Sausalito, Attn: Human Resources Manager, Susan Paterson, 420 Litho Street, Sausalito, CA 94965-1933.

- Cover letter that describes why this position appeals to you and the highlights of your career that best qualify you for the position
- City Employment Application completed and signed; Applicant Tracking Form must be submitted. Please note that unsigned applications will not be considered.
- Resume
- A list of at least three professional and three personal references

THE COMMUNITY: Sausalito is a beautiful Bay front city of 7,400 residents within 2.2 square miles with a visitor population that may be several times the size of the year round population. It has been geographically blessed with a variety of natural features that define residential neighborhoods, commercial districts, harbors 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.

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, Fire, 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.

ADA / EOE