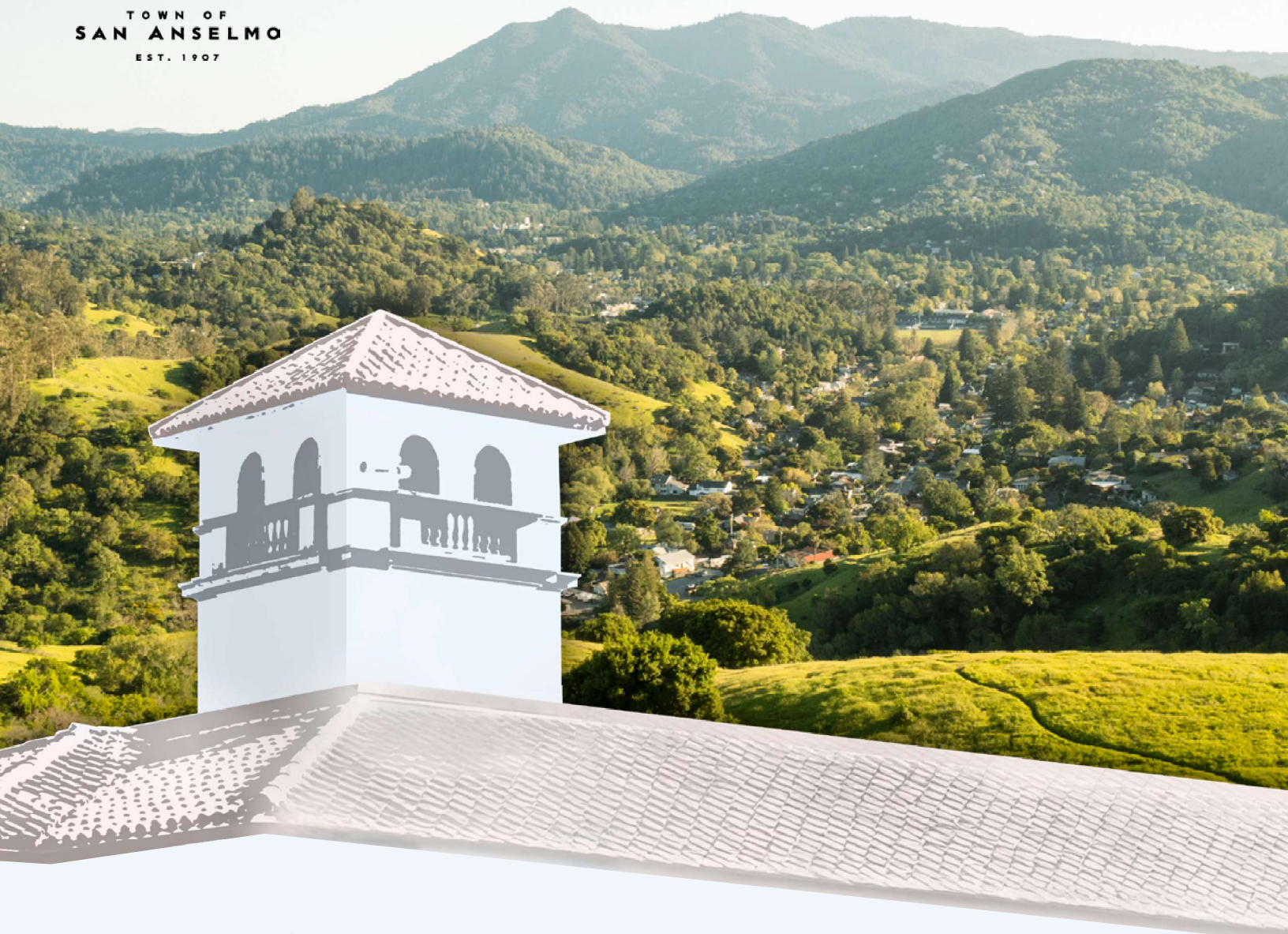




THE TOWN OF SAN ANSELMO IS SEEKING AN

ASSOCIATE PLANNER*

DEVELOPMENT SERVICES — PLANNING DIVISION

\$97,620—\$118,632 DOE/DOQ

The Associate Planner supports the Town's planning and development functions by reviewing and analyzing a variety of land use and development applications to ensure compliance with local, state, and federal regulations. This position provides technical assistance and guidance to property owners, developers, and the public on zoning, design review, environmental assessment, and related planning matters. The Associate Planner also prepares staff reports, presents recommendations to the Planning Commission and Town Council, and contributes to long-term planning initiatives that promote thoughtful, sustainable development consistent with San Anselmo's General Plan.

**The Town welcomes applicants with diverse experience levels. Candidates with less planning experience are encouraged to apply and may be alternatively considered for the Assistant Planner position (\$88,716–\$107,844), depending on experience and qualifications.*



ABOUT THE TOWN

The Town of San Anselmo is nestled at the base of Mt. Tamalpais in Marin County, California. Renowned for its picturesque downtown, stunning natural beauty, and vibrant community, the Town is home to approximately 13,000 residents and spans about 2.7 square miles. Residents enjoy an abundance of activities, from hiking and biking in the surrounding parks and natural reserves to community events, from art exhibitions to outdoor concerts.

Located just 20 miles north of San Francisco, San Anselmo's proximity provides easy access to a rich array of cultural, dining, and entertainment options. Historically, it has been a hub for artists, writers, and musicians inspired by its natural surroundings and welcoming community. While primarily residential, San Anselmo's economy thrives on a diverse mix of local businesses, drawing visitors from across Marin and the Bay Area. The Town is committed to preserving the vitality of its small commercial districts and supporting its local businesses to ensure continued economic growth.

ABOUT THE DEPARTMENT

The Community Development Department works to make San Anselmo an exceptional place to live, work, and conduct business, with a strong emphasis on improving and preserving the community's quality of life. The Department includes two divisions: Building and Planning. Together, these divisions manage land use planning, maintain the Zoning Ordinance and General Plan, oversee housing programs, facilitate the land use entitlement process, and ensure public safety through the enforcement of local ordinances and the California Building Codes.

The Building Division reviews building permit applications to ensure compliance with local and state building codes, including structural, mechanical, plumbing, and energy efficiency standards while providing inspection and code enforcement services for all building-related construction. Currently, the Town's permit counter currently operates four days a week.



ESSENTIAL DUTIES & RESPONSIBILITIES

PUBLIC ASSISTANCE & CUSTOMER SERVICE

- Assist the public at the count and by phone with information regarding zoning, building codes, land use, development regulations, and related procedures
- Build and maintain positive working relationships with other Town employees, agencies, and the public using principles of good customer service
- Provide technical guidance to property owners, contractors, and design professionals on permit and entitlement process
- Educate and assist residents and business owners with compliance initiatives

PLANNING & PROJECT REVIEW

- Evaluate private and public development project applications for conformance with zoning, design, and environmental requirements, including: sign permits, variances, use permits, subdivisions, design review, zoning amendments, and general plan amendments
- Process applications, conduct preliminary and final site reviews, and ensure compliance with Town policies and State law
- Make recommendations and present findings at public hearings before the Planning Commission and Town Council
- Coordinate multi-departmental review of projects to ensure consistency with adopted plans and policies

ENVIRONMENTAL REVIEW

- Conduct environmental assessments of private and public projects prior to project review
- Make recommendations regarding the need for Environmental Impact Reports (EIRs), Negative Declarations, and appropriate mitigation measures
- Prepare initial studies, Negative Declarations, and other CEQA documentation





ESSENTIAL DUTIES & RESPONSIBILITIES

COORDINATION & REPORTING

- Coordinate with other Town departments and public agencies as required
- Correspond and meet with applicants and/or their representatives regarding project status
- Prepare written staff reports, presentations, and agenda materials for Planning Commission and Town Council meetings
- Manage projects from pre-application through building completion and occupancy
- Provide professional and technical support to the Community Development Director as needed

CODE COMPLIANCE

- Investigate complaints and conduct field inspections related to zoning, land use, and development conditions
- Seek compliance through written and personal contact and issue warning notices as necessary
- Maintain case files, prepare evidence for hearings or court proceedings, and testify in court as required
- Collaborate with Building and Public Works departments to resolve violations and ensure consistency with municipal codes

POLICY DEVELOPMENT & LONG-TERM PLANNING

- Research, draft, and update policy documents and ordinances
- Participate in housing and economic development initiatives, including preparation of inclusionary housing ordinances and objective design standards
- Assist in development of new planning programs
- Monitor legislative changes and recommend updates to maintain compliance with State law and best practices

THE IDEAL CANDIDATE



EDUCATION & EXPERIENCE

- Bachelor's degree in environmental studies, urban or regional planning, or a related field (equivalent experience may be considered)
- Minimum of two (2) years of professional planning experience in regional planning, zoning administration, land use review, or community development
- Experience working in on planning projects in a municipal government or a regulatory agency is desirable



LICENSES & CERTIFICATIONS

- Possession of a valid California driver's license (Class C)



KNOWLEDGE OF

- Principles and practices of land use planning and development, including zoning, subdivision, and design review
- Environmental laws and regulations, particularly CEQA and related State and Federal requirements
- Code enforcement procedures and basic inspection practices Statistical and research methods for collecting, analyzing, and presenting planning and environmental data
- Modern office procedures and technology, including GIS, databases, and standard office software applications
- Report and presentation preparation, including maps, plans, charts, and tables for staff, commissions, and councils
- Town operations, policies, and procedures related to planning, permitting, and community development
- Interagency coordination practices, including working knowledge of regional and State agencies involved in land use, housing, and environmental review
- Economic development principles, with an understanding of local business vitality and strategies for supporting and enhancing commercial districts
- Housing policy and programs, including housing element implementation, inclusionary housing, accessory dwelling unit programs, and density laws
- Climate action and sustainability planning, including greenhouse gas reduction, carbon neutrality goals, and adaptation strategies
- Effective community outreach, education, and communication strategies for engaging diverse residents, stakeholders, and Town committees



SKILLS & ABILITIES

- Interpret, explain, and apply zoning, land use, environmental, and development regulations
- Conduct technical research and analysis, evaluate planning proposals, and interpret maps and plans
- Prepare clear, concise, and well-organized reports, correspondence, and presentations for staff, commissions, and the Town Council
- Manage multiple planning projects from application through completion, balancing deadlines and community priorities
- Coordinate effectively with Town departments, regional agencies, consultants, and community groups
- Communicate clearly and professionally, both orally and in writing, with officials, applicants, and the public
- Facilitate public meetings and community outreach, presenting complex information in an accessible manner
- Analyze issues, develop practical solutions, and exercise sound judgment within established policies
- Demonstrate initiative, accountability, and adaptability in a small team
- Integrate sustainability and housing goals into planning and policy work
- Maintain accurate records and project documentation consistent with legal and administrative standards

HOW TO APPLY

To apply for this position, please submit a letter of interest, a completed Town application, and your resume to the Human Resources department by **November 13, 2025 at 5:00 PM.**

Employment applications are available at [SANANSELMO.GOV/EMPLOYMENT](https://sananselmo.gov/employment)

BY MAIL

Town of San Anselmo
ATTN: Human Resources
525 San Anselmo Avenue
San Anselmo, CA 94960

BY EMAIL

HR@SANANSELMO.GOV

**The Town of San Anselmo
supports workplace diversity
and is an equal opportunity
employer.**

COMPENSATION & BENEFITS

Our comprehensive benefits package includes:

- PERS Retirement
- Paid Sick, Vacation & Holiday Leave
- Generous coverage for health, vision, dental, life, and LTD insurance

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

- Work is performed in an office setting and requires the ability to sit or stand for extended periods and squat, kneel, twist, and bend as needed
- Frequently talk, hear, use a telephone and/or keyboard to communicate, and use hands for reaching, grasping, pushing, pulling, and fine manipulation
- Must be able to lift and carry materials up to 25 pounds