



## **CITY OF SAUSALITO**

420 Litho Street, Sausalito CA 94965  
Attn: Human Resources Manager  
(415) 289-4130  
spaterson@sausalito.gov

## **SSISTANT PLANNER** (Salary Range: \$71,336 - \$95,609)

**Be a Planner and Help To Shape the Community of Sausalito!**

**Applications will be accepted until the position is filled. Applications are reviewed weekly and candidates will be notified of their status.**

**THE COMMUNITY AND CITY GOVERNMENT:** Sausalito is a beautiful, San Francisco Bay front city of 7,400 residents within 2.2 square miles that serves a visitor population that may be several times the size of the year round population. 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. 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 including Administration, Finance, Police, Public Works, Parks and Recreation, and Community Development. The City Council and staff value positive relationships with the residents, businesses, visitors and outside agencies.

**JOB CHARACTERISTICS:** The Assistant Planner is an entry-level position. It is characterized by the responsibility for providing staff support in policy and land use planning activities under close supervision. Incumbents learn to apply professional planning principles within a municipal government setting. As experience and proficiency are gained, incumbents are expected to work with less supervision.

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

The Assistant Planner is involved in a variety of customer service activities including design review of residential and commercial projects, assistance at the public counter, and enforcement of City regulations, and presenting written and oral reports in a variety of public settings.

### **THE COMMUNITY DEVELOPMENT DEPARTMENT:**

The Community Development Director oversees a Planning Division and Building Division which are staffed by Senior Planner, Associate Planner, Assistant Planner, Building Inspector, Permit Technician and Administrative Aide. Contract staff provide Building Plan Check and Code Enforcement services. The Planning Division provides staff support to the Planning Commission, the Historic Landmarks Board, and the City Council.

**THE COMMUNITY AND CITY GOVERNMENT:** Sausalito is a beautiful, San Francisco Bay front city of 7,400 residents within 2.2 square miles that serves a visitor population that may be several times the size of the year round population. 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. 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 including Administration, Finance, Police, Public Works, Parks and Recreation, and Community Development. The City Council and staff value positive relationships with the residents, businesses, visitors and outside agencies.

**TYPICAL DUTIES FOR THE POSITION INCLUDE:**

- Respond to inquiries from the public by providing information regarding the General Plan, Zoning Ordinance, City regulations, and statistical data.
- Receive and review applications for zoning permits, design review permits, conditional use permits, and variances for conformance with the General Plan, Zoning Ordinance, and other regulations; and prepare staff reports recommending appropriate action.
- Conduct environmental review including preparation of initial studies and negative declarations, technical and administrative support on the preparation of Environmental Impact Reports and staff reports on all phases of environmental review.
- Perform detailed planning studies, research and analysis to support development of long-range policies and plans, as well as implementation regulations for the City's growth and development.
- Prepare and analyze various professional planning studies including, but not limited to, demographics, traffic, and historic resources.
- Prepare updates of General Plan elements by drafting and finalizing plan documents; researching materials and making presentations to committees, the Planning Commission, and the City Council.
- Check construction plans to ensure conformity with City regulations and project conditions.
- Prepare reports and studies and represent the Department before the public, other agencies, and developer representatives.
- Attend, participate, and present reports at meetings of the Historical Preservation Commission, Planning Commission, City Council, special committees, and neighborhood groups.

**REQUIREMENTS:** Any combination of education, experience, and training which demonstrates possession of and competency in requisite knowledge and abilities may substitute for the education (degree) on a year-for-year basis. A Master's degree in planning or a related field may substitute for one year of the required work experience.

Bachelor's degree from an accredited college or university with major coursework in planning, urban studies, geography or a related field *and* at least a long-term internship, with one to two years of full-time work experience in municipal or regional planning preferred.

- California Driver's License
- Ability to interact in a positive and helpful manner with members of the public, the City staff and other agencies
- A strong work ethic and sound organization skills

**BENEFITS:**

**Retirement:** The City is a part of the CalPERS retirement plan and does not contribute to Social Security

- Classic employees – 2% @55 formula, highest 3 year average compensation

- PEPRA employees – hired after 1/1/13 or Classic employee with 6 month break in service are **eligible** for a 2% @ 62 formula, highest 3 year average compensation

**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 120 hours of vacation and 96 hours of sick leave per year.

**Union Membership:** This position is non-exempt and is part of the Service Employees' International Union group (SEIU).

## **SELECTION PROCESS**

Applications will undergo an application appraisal to review education, experience, knowledge, skills, and abilities. Those applicants that meet the minimum criteria will be rated as to their relative level of qualifications, experience, training, education, special skills and abilities and only the most qualified will be interviewed.

## **HOW TO APPLY**

- Apply online at [www.calopps.org/city-of-sausalito](http://www.calopps.org/city-of-sausalito)
- For questions about job openings or any topic related to Human Resources, please contact Human Resources at [HumanResources@Sausalito.gov](mailto:HumanResources@Sausalito.gov) or (415) 289-4130.

**Applications will be accepted until the position has been filled. Applications will be reviewed weekly and applicants will be advised of their status.**

**All applications must include answers to the Supplemental Questions below.**

*The City of Sausalito is a drug free workplace.*

*E.O.E./A.D.A.*

**ASSISTANT 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.
4. Describe how you have delivered awareness-level work load management skills – the ability to plan and organize a variety of assignments to create timely, accurate work products; and work efficiently, remain focused, and handle interruptions effectively, as well as when and where you gained the competency.