



# SAN RAFAEL

THE CITY WITH A MISSION

## Assistant/Associate/Senior Planner

**\$5,962 - \$7,246 per month (Assistant Planner)**

**\$6,579 - \$7,997 per month (Associate Planner)**

**\$7,445 - \$9,050 per month (Senior Planner)**

**Plus excellent benefits**

**OPEN UNTIL FILLED: *Apply by Monday, October 28, 2019 for first consideration***

### ***THE POSITION:***

The City of San Rafael Community Development Department is seeking a full-time Assistant/Associate/Senior Planner. The Planner Series includes Assistant Planner, Associate Planner, and Senior Planner. ***This is a single, flexibly staffed position that can be filled at the appropriate level based on complexity of assignment and candidate knowledge, skills, and qualifications.***

**Assistant Planner** is the entry-level class of this series. 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 principles within a local political environment. Performs a variety of professional planning duties to develop, and maintain, the City's General Plan, and to administer the Zoning and Subdivision Ordinances.

**Associate Planner** is a full working level of the series, competent to independently perform the full scope of duties required. Incumbents may be responsible for administration of a specific project or program. Performs a variety of professional planning duties to develop, and maintain, the City's General Plan, and to administer the Zoning and Subdivision Ordinances.

**Senior Planner** is distinguished by its responsibility for the administration/supervision of a major part of a planning program. This class is the advanced journey level classification in the Planner series. Under administrative direction, is responsible for the program, administration, and the performance of a comprehensive planning/economic development division; performs professional current and/or advanced planning work; and supervises the work of professional and support staff members.

### **Assistant/Associate Planner:**

***This position performs the following essential job duties:***

- Responds to inquiries from the public by providing information regarding the General Plan, the Zoning and Subdivisions Ordinances and statistical data.
- Receives and reviews land use permits, design review applications, zoning and General Plan amendments for conformance with the General Plan, Zoning, and Subdivision Ordinances and other requirements; and prepares staff reports recommending appropriate action.
- Conducts 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.

- Performs detailed planning studies, research and analysis to support development of long-range policies and plans, as well as implementation ordinances for the City's growth and development.
- Prepares and analyzes various professional planning studies including, but not limited to, demographics, traffic and historic resources.
- Prepares General Plan elements such as the Housing Element by drafting and finalizing plan documents; researching materials and making presentations to committees, the Planning Commission and the City Council.
- Prepares reports and studies and represents the department before the public, other agencies, and developer representatives.
- Attends and participates in meetings of the Design Review Board, Planning Commission, City Council, special committees and neighborhood groups.
- Performs related duties and responsibilities as required.

**Senior Planner:**

***This position performs the following essential job duties:***

- Supervises professional and/or technical staff engaged in City planning activities.
- Establishes priorities and defining processing requirements.
- Responds to questions and issues raised by the City staff, developers, contractors, architects, engineers, and the general public; interpret the General Plan, zoning code and related ordinances or City regulations.
- Conducts research and special studies.
- Coordinates projects and activities with other City departments and outside agencies.
- Manages consulting contracts for planning projects.
- Makes presentations before community groups, Boards, Commissions and/or the City Council.
- Performs related duties as required.

***To be eligible for this position, you must have knowledge of:***

**Assistant Planner:**

- Basic principles and practices of planning for community development and of the methods used in the implementation of such plans.
- Current trends in federal, state and local planning.
- Socioeconomic and physical resource aspects of planning, zoning, and planning administration.

**Associate Planner:**

- In addition to the requirements of Assistant Planner, principles and practices of planning for community development and of the methods used in the implementation of such plans.

**Senior Planner:**

- Principles and practices of planning and the methods used in the implementation of such plans.
- Current trends in federal, state and local planning.
- Socioeconomic and physical resource aspects related to assigned programs.
- Effective supervisory methods and techniques.

***To be eligible for this position, you must have the ability to:***

**Assistant Planner:**

- Collect, tabulate, and interpret data pertaining to planning and zoning.
- Interpret a wide variety of maps, graphic illustrations, detailed drawings, and land use data and legal descriptions.
- Prepare and present effective written reports and verbal presentations.
- Deal effectively with the public and establish and maintain cooperative working relationships.
- Understand program objectives in relation to departmental goals and procedures.
- Demonstrate tact and diplomacy.
- Maintain accurate records and document actions taken.
- Organize and prioritize work assignments.
- Research regulations, procedures and/or technical reference material.

**Associate Planner: (In addition the requirements of Assistant Planner)**

- Prepare and analyze various professional planning studies.
- Make presentations to committees, the Planning Commission and the City Council.
- Represent the Community Development Department before the public, other agencies and developer representatives.
- Work independently in processing and presenting actions to policy bodies.

**Senior Planner:**

- Prepare and analyze various professional studies.
- Prepare written reports.
- Make presentations to committees, community groups, the Planning Commission & City Council.
- Establish and maintain effective working relationships with others.
- Provide leadership to staff.

**LANGUAGE/MATHEMATICAL/REASONING SKILLS:**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**EDUCATION and/or EXPERIENCE:**

**Assistant Planner:**

- Bachelor's degree from an accredited college or university with major coursework in planning, urban studies, geography or related field **AND**
- One (1) year of full-time work experience in municipal or regional planning.
- 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 (1) year of work experience.

**Associate Planner:**

- Bachelor's degree from an accredited college or university with major coursework in planning, urban studies, geography or related field **AND**
- Three (3) years of full-time work experience at the Assistant Planner level in municipal or regional planning.
- 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 (1) year of the required work experience.

**Senior Planner:**

- Graduation from a recognized college or university with a Bachelor's degree in Planning or related field **AND**
- Five (5) years of increasingly responsible professional planning experience.
- A Master's degree in Planning may be substituted for one year of experience.
- Public agency experience desirable.
- Excellent written and verbal communication skills required.

**SPECIAL REQUIREMENT:**

- Must possess a valid California driver's license and have a satisfactory driving record.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10-25 pounds and occasionally lift and or move up to 25-50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually quiet to moderate. The employee is occasionally exposed to moving mechanical parts and outside weather conditions.

**APPLICATION AND SELECTION PROCESS:**

**City of San Rafael application is required.** Resumes do not substitute for the City application. Candidates should detail related education and experience on the application. The examination process may include the following application appraisal and oral board interview examination. The passing point for the oral board examination final score will be 70%. Note: Prior to appointment, candidate must pass a pre-employment physical, background check, driving record, drug screen, and fingerprinting. To file an application, go to: [www.calopps.org](http://www.calopps.org). Select "Member Agencies". Select "San Rafael". Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-19920207>.

For more information about the City of San Rafael, please visit [www.cityofsanrafael.org](http://www.cityofsanrafael.org).

**Reasonable Accommodation:** The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at (415) 485-3474 before the test date. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Such accommodations must be requested by the applicant.