



TOWN OF ROSS

Invites applications for

Associate Planner



About Ross

Ross is located in the heart of the Ross Valley in Marin County, approximately 12 miles from the Golden Gate Bridge and 6 miles from the Richmond-San Rafael Bridge. It is primarily a single family residential community of approximately 2,530 residents. Our town center includes the wonderful Ross Common, the nationally renowned Ross School and the charming small, Ross commercial area.



Compensation and Benefits

- Salary \$87,096-\$100,824 DOQ
(pending Council approval 7/1/22)
- CalPERS Retirement 2% at 60 for Classic employees; 2% at 62 for those new to CalPERS
- Medical paid to family Kaiser rate
- Dental Care
- Vacation, Sick Leave
- Long Term Disability & Life Ins.
- 12 Paid Holidays
- Flexible work schedule with work from home opportunities upon agreement with the Town Manager
- Town participates in Social Security

The Town of Ross is seeking a full-time Associate Planner. This position will perform a variety of general planning duties including project management, research, data collection, field inspections, plan review, responding to inquiries at the public counter, preparation of correspondence, filing documents, and preparation of staff reports and presentations.

Ideal Candidate

Under general supervision of the Planning and Building Director, the Associate Planner will have experience in a wide variety of areas of professional planning with an emphasis on residential and will be a quick learner with the ability to hit the ground running. The successful candidate will be able to work independently and prepare complex staff reports with minimal direction. The ability to communicate both verbally and in writing with a wide variety of audiences (Council members, contractors/consultants, engineers/architects, outside agencies, and the general public) is critical. The Associate Planner must be approachable and patient with others and able to work effectively as part of a team. This position requires the ability to wear many different hats, perform a wide range of planning tasks, and easily switch between tasks. The ideal candidate will also demonstrate a high level of initiative and accountability who enjoys working with residents and business owners. Finally, the ideal candidate will be able to organize their own work, set priorities, and meet critical time deadlines.

A Bachelor's (or advanced) Degree in urban or regional planning, environmental science, architecture, public administration, law or related field is required, as well as three years' experience in planning practices in local government primarily focused on residential planning.

Duties and Responsibilities *(not limited to the following)*

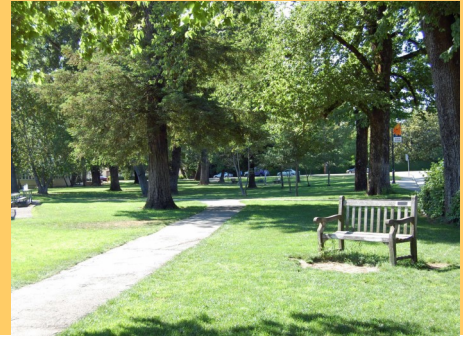
- Responsible for the day-to-day operations, including processing plan applications, providing information to residents, and coordinating plan review with Building, Public Works, and Fire and Town constituents.



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How to Apply

Qualified applicants are invited to apply via email or regular mail by submitting the following:

- Cover letter
- Resume
- Town of Ross Employment Application found at <https://www.townofross.org/hr>
- Submit application materials to llopez@townofross.org

Open until filled.

Town of Ross
Attn: Human Resources
P.O. Box 320
Ross, CA 94957



- Process discretionary permit approvals; analyze planning and planning-related development projects; ensure development proposals conform to General Plan, the California Environmental Quality Act, and other applicable Federal, State and local laws, policies and administrative regulations.
- Provide technical and professional advice; respond to questions and concerns from the general public; provide information as is appropriate and resolve complaints.
- Conduct inspections related to land use projects and when needed by the Building Division.
- Attend Town Council meetings, Advisory Design Review Group meetings, and other committee meetings as needed and represent the Town to outside agencies; participate in preparing and managing community workshops; take notes and prepare summary reports.
- Prepare staff reports and exhibits for the Town Council and Advisory Design Review Group meetings, such as project analysis, maps, plot plans, renderings, charts and graphs.
- Respond to public inquiries and requests for service, answers questions regarding the zoning and design codes.
- Attend resale inspections and provide zoning, site history and non-compliance with zoning regulation comments to building department for their preparation of the Residential Building Records Report.

Knowledge & Abilities

- Comprehensive knowledge of modern principles, practices, techniques and laws related to urban planning, housing and community development.
- Working knowledge of California planning, zoning and development laws, the California Environmental Quality Act and the State Subdivision Map Act.
- General knowledge of architecture, landscaping, and building codes.
- Ability to provide excellent customer service to serve an active and involved citizenry while creating a positive perception in the community for a fair planning process.
- Excellent interpersonal and communication skills – written and oral – ability to use computer programs such as Microsoft Word, Excel, Powerpoint and other programs such as GIS.