



# SAN RAFAEL

THE CITY WITH A MISSION

## Associate Planner

**\$7,049 - \$8,568 per month**

**Plus excellent benefits**

**APPLICATION DEADLINE:** *Apply by Monday, April 25, 2022 for first consideration.*

**THE CITY** is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 61,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$120 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

### **THE POSITION:**

The Community Development Department is recruiting for an Associate Planner to join their dynamic team. This position independently performs a variety of professional planning duties to develop and maintain the City's General Plan, and to administer the Zoning and Subdivision Ordinances. Employees in this position may be responsible for administration of a specific project or program.

### ***This position performs the following essential job duties (including but not limited to):***

- Reviews and intakes planning and building permit applications.
- Determines and collects fees for permits and other review and regulatory services.
- Routes all application submittals to the appropriate departments/agencies for processing.
- Maintains files for all applications after checking for general completeness and accuracy.
- Provides written and verbal information to the public regarding departmental policies and procedures pertaining to topics such as permits, building code requirements, zoning, application procedures, and current projects.
- Reads and interprets blueprints, maps, planning regulations, and a variety of other information while responding to general inquiries.

- 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.

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

- 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.
- Principles and practices of planning for community development and of the methods used in the implementation of such plans.
- 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.
- 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.

***EDUCATION and/or EXPERIENCE (A typical way of gaining the knowledge, skill and ability outlined above is):***

- 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.

**SPECIAL REQUIREMENT:**

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

**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 situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations.
- 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.

**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 pounds and occasionally lift and/or move up to 25 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.

**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%. Prior to appointment candidate must pass a pre-employment physical, background check, driving record, 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-20234786>

For more information about the City of San Rafael, go to: [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.