



CITY OF SAUSALITO

420 Litho Street, Sausalito CA 94965
Attn: Human Resources
(415) 289-4130

SENIOR PLANNER

(Salary Range: \$82,909 – \$111,107/annually)

Application Deadline: Monday, March 30, 2020 at 11:59 PM

Seeking a highly motivated Senior Planner who loves people and the local community and is a skilled collaborator.

The City of Sausalito seeks to fill one full-time vacancy for Senior Planner. Under direction of the Community Development Director, the Senior Planner administers specified planning activities including current planning, zoning and subdivision ordinance, advanced planning and the General Plan; complex professional planning activities, such as serving as project manager for multifaceted development and land use applications and long-range policy planning projects including Zoning Ordinance and General Plan Amendments. This is a lead position in the Community Development Department and will participate in advanced, multi-department initiatives.

THE IDEAL CANDIDATE will be a natural leader with keen emotional intelligence, able to navigate a variety of interpersonal situations with ease and integrate into the planning team with finesse. The successful candidate will be able to mentor others within the planning unit and explain complicated planning issues in an easy to understand manner.

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: (Illustrative Only)

The typical duties may include, but are not limited to:

- Reviews applications for residential, commercial and other land use development; evaluates alternatives and conformance with City policies, ordinances, the General Plan and state and federal laws; prepares and presents staff reports to the Planning Commission and City Council regarding such applications;

- Serves as project manager for complex planning projects, including analyzing and evaluating site and architectural plans, performing technical review for project plans and applications and making recommendations;
- Manages consultant contacts including determining scope of work and budgets, tracking budgets and approving contract payments;
- Updates and creates long-range planning documents such as the City's General Plan and other assigned plans; prepares modifications to specific General Plan elements;
- Serves as staff liaison for review boards, ad-hoc committees and elected officials, including providing technical advice and giving presentations;
- Confers with and provides information to property owners, contractors, developers, engineers architects and the public regarding conformance to standards, plans specifications and codes; explains codes, requirements and procedures and evaluates alternatives;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
- Ability to deal with the public under stressful circumstances in a fair, calm and understanding way to obtain positive results;
- Performs other duties of a similar nature or level.

REQUIREMENTS:

Knowledge of:

- Principles, practices and procedures related to City and regional planning and zoning administration, including applicable laws and regulations;
- Comprehensive plans and current planning and the development process;
- Project management techniques;
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports;

Ability to:

- Work cooperatively with other City employees and the public, often under challenging circumstances;
- Administer complex current and advanced planning and zoning conformance activities in an independent and effective manner;
- Conduct complex planning research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports;
- Interpret, apply and explain complex laws, codes, regulations and ordinances;
- Effectively represent the department and the City in meetings with governmental agencies, community groups and various business, professional and regulatory organizations, and in meetings with individuals;
- Conduct zoning studies and interpreting City zoning laws, regulations and codes;
- Read blueprints and site plans and conduct site inspections; and
- Communicate effectively with officials, co-workers, subordinates, the general public, representatives of organizations and others sufficient to exchange or convey information and receive work direction.

Education/Training/Experience:

Equivalent to graduation from a four-year college or university with major coursework in city, urban or environmental planning, architecture or a field related to the area of assignment and

five years of planning related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. A Master's Degree in Planning or a related field is preferred but not required. Two years of project management or supervisory experience are also preferred. Certification from American Institute of Certified Planners (AICP) is desirable.

Licenses; Certificates; Special Requirements:

Must possess a valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy.

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.

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
- PEPRAs 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)

APPLICATION DEADLINE – 11:59 PM, MONDAY, MARCH 30, 2020

- Apply online at www.calopps.org/city-of-sausalito

For questions about job openings or any topic related to Human Resources, please contact the City's Human Resources Advisor from Regional Government Services, Deborah Muchmore, at dmuchmore@sausalito.gov or (650) 587-7317.

*The City of Sausalito is a drug free workplace.
E.O.E./A.D.A.*