



SAN RAFAEL

THE CITY WITH A MISSION

Senior Planner

\$8,545 - \$10,387 per month
Plus Excellent Benefits

DEADLINE TO APPLY: *Apply by Wednesday, February 7, 2024, for first consideration*

The City of San Rafael is recruiting for a Senior Planner in our Community Development Department. This position is responsible for the program, administration, and the performance of a comprehensive planning/economic development division and performs professional current and/or advanced planning work.

The employee in this position exercises supervision over other professional, technical and/or office support staff. At this advanced level the incumbent is expected to utilize highly technical, analytical skills which are necessary in order to function with the degree of independence required in completing assignments.

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.

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/ability to:

- 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.
- 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 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.

EDUCATION AND/OR EXPERIENCE:

- 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.
- Excellent written and verbal communication skills required.
- Public agency experience desirable.

CERTIFICATES/LICENSES/REGISTRATIONS:

- 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 use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 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 employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

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 since this information will be used to determine who will be invited to participate in the next phase of the examination process. The examination process may include any or all of the following: application appraisal, written examination, oral board interview examination and/or performance examination. Note: Prior to appointment, the candidate must pass a pre-placement physical examination, drug screen, in depth background check, and fingerprinting.

To file an application online, go to www.calopps.org. Select "Member Agencies". Select "San Rafael". Or, follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20462443>

First Round Interviews are tentatively scheduled for the week of February 19, 2024.

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 oral board date.