

**The Town of Tiburon Community Development Department
invites applications for the position of:**

COMMUNITY DEVELOPMENT AIDE



SALARY

\$4,080 to \$5,099 per month

RETIREMENT

CalPERS 2% at 55, single highest year calculation for "classic" members and 2% at 62 for "new" members to the CalPERS system.

CAFETERIA BENEFIT PLAN

The Town will provide a monthly allowance of \$1,686.79 towards medical, dental, life insurance, and long-term disability insurance. If the full amount is not used, any remaining portion up to \$400 per month may be deposited into the Town's Deferred Compensation Plan in the employee's name. If cost of benefits exceeds allowance, the difference is paid by employee through payroll deductions.

VACATION

12 days per year for the first five years, increasing after five years.

SICK LEAVE

Accrue one day per month; unlimited cap.

HOLIDAYS

12 paid holidays per year.

9/70 Work Schedule

Every other Friday off.

HOLIDAY CLOSURE

Town Hall Closed Christmas Eve through New Year's Day. Employees must use one day of vacation.

The Town of Tiburon, population 9,000, is located just a few miles north of the Golden Gate Bridge in southern Marin County. The exceptional views, high quality of schools, serene lifestyle, low crime levels, and high level of public services make Tiburon one of the most desirable places to live in the State.

Tiburon prizes its historic village character while enjoying easy access to San Francisco. The average price of a home in Tiburon is \$1,950,000. Given such affluence, Tiburon residents, along with the business community, expect excellent public services. The Town strives to meet and exceed those expectations.

Tiburon was incorporated in 1964 as a General Law municipality and operates under the Council-Manager form of government. The Town operates with a five-member Town Council from which the Mayor is selected. The Town has 42 employees with a total operating budget of \$9.67 million (\$2.6 million Capital Improvement Budget). The Town has four operating departments: Administrative Services, Community Development, Police and Public Works. Fire, Sewer, Water, Recreation and Library services are provided by special districts.

The Community Development Department consists of the Planning Division and Building Division. The Department is responsible for managing the planning, development and implementation of the overall community goals in accordance with the General Plan, Zoning Ordinance, Municipal Codes, Building Codes, and Town Council policies. Staffing of the Department totals eight employees.

TO APPLY:

Submit a cover letter and resume using our online application at www.townoftiburon.org/jobs

**FIRST CONSIDERATION WILL
BE GIVEN TO APPLICATIONS
RECEIVED BY:**

MARCH 1, 2019 by 3:00 PM

The Town of Tiburon is an equal opportunity employer

COMMUNITY DEVELOPMENT AIDE

ABOUT THE POSITION

Under the direction of the Director of Community Development, the Community Development Aide is responsible for performing a wide variety of clerical tasks to support the operation of the Community Development Department. He/she will be the first point of contact for the general public in person and via telephone and e-mail. The successful candidate will maintain a positive impression of the Town while responding to inquiries and routing requests to the appropriate departments. He/she should demonstrate strong organizational skills, attention to detail, and an aptitude for learning new tasks and technologies. Experience working with the public is highly desirable.

The ideal Community Development Aide will be an easy-going individual who embraces and encourages quality customer service, appreciating what the residents of the Town have come to expect from Town Staff. This individual should have a desire to solve routine problems for the public and Town staff. The Community Development Aide will be a team player and work well with others in a collaborative manner and add to the morale of the office. Technical savvy will be important in this position as an emphasis will be placed on learning the basic support functions of Planning, Building, and Public Works.

The Community Development Aide will be an upbeat individual who can work with minimal supervision, perform routine tasks on a daily basis, and produce internal and external documents using Microsoft Word, Outlook, and Excel, GIS mapping, and permit tracking software. Accuracy and attention to detail will be important when performing the functions of this position. Public meeting room setup, documentation preparation (packets, agendas, minutes), public notices, weekly accounting reports, monthly progress reports, and project support will be required. Exceptional written and verbal communication skills are highly desired.

THE IDEAL CANDIDATE WILL:

- Value providing a high level of customer service.
- Prepare clear and concise letters, reports, minutes, and other documents/communication demonstrating proper English usage, spelling, grammar and punctuation.
- Maintain a professional and inviting environment at the Planning Counter.
- Assist the public with general inquiries via phone, email, and in-person.
- Demonstrate proficiency in using website and permit software.
- Operate document imaging software and process requests for document duplication.
- Work effectively with department staff, Town staff, and staff from other agencies.
- Demonstrate responsiveness, resourcefulness, and a focused work ethic.
- Be an enthusiastic, energetic, and hard-working individual who possesses a good sense of humor.
- Schedule meetings for staff, Design Review Board, and Planning Commission.
- Assist staff with filing documents, preparing files, making copies, and etc.
- Assist the Director of Community Development with a variety of tasks.
- Take direction from and assist all members of the Community Development Dept.
- Assist the Building Department with application intake.
- Assist with event planning and special projects.
- Provide project management on occasion.
- Assist the Building Division and Public Works Department as needed.
- Work well in a team environment.

EDUCATION & EXPERIENCE

- **Education:** The position requires an education equivalent to completion of high school, preferably supplemented by college-level coursework. An Associate's Degree is highly desirable.
- **Experience:** Minimum one to two year(s) experience in a full-time clerical position. Office support experience with an emphasis in planning, engineering, architecture, geography, or a related field is highly desired.

