



# CITY OF MILL VALLEY

## JOB ANNOUNCEMENT **ASSOCIATE PLANNER** PLANNING & BUILDING DEPARTMENT

### ABOUT THE POSITION:

Under general supervision, the **Associate Planner** will conduct current planning activities such as design review, environmental review, subdivisions, use permits, and variance applications. There is an opportunity to work on advance planning and policy work as well. The **Associate Planner** interacts with the community on a regular, ongoing basis, and works closely with other team members including building inspectors, code enforcement, administration, Planning Commission, and City Council. This position will exercise occasional supervision of administrative aides, interns, consultants, or others.

### THE IDEAL CANDIDATE:

The ideal candidate will have an excellent understanding of the principles, practices, and techniques of urban planning. They will have a keen eye for detail, exemplary customer service skills, and a passion for public service. The ideal candidate should also have a strong track record of exercising good judgement and a proven ability to communicate with a wide range of audiences.

Desired qualifications include graduation from an accredited college or university with a degree in Planning, Architecture, Landscape Architecture or a closely related field and three (3) years of increasingly responsible professional planning experience. A master's degree may be substituted for one year of experience.

### ABOUT MILL VALLEY:

The City of Mill Valley is 10 miles north of San Francisco and 40 miles from California's famous wine country. Mill Valley is a town with a rich and eclectic cultural history and a lively and engaged community.

Mill Valley is primarily a suburban community, with distinctive residential neighborhoods representing the many eras of the town's growth from a small mill town to the modern full-service city it is today. Our population's approximately 14,000 residents live in a 4.8 square mile area, although we serve as the center for a larger unincorporated Mill Valley area with more than 30,000 residents.

With a staff of almost 150 full-time employees and an annual operating budget of \$41 million, the City of Mill



Above: Mill Valley City Hall

Valley prides itself on efficient, effective and courteous service delivery with a commitment to operational excellence.

### ABOUT THE DEPARTMENT:

The twelve-member Planning & Building Department is responsible for the administration of the City's building and zoning ordinances (including design review, environmental assessment, permitting and inspections), implementation of the General Plan, and enforcement of Municipal Code.

### SALARY AND BENEFITS:

**\$6,521 - \$8,737/ Month DOE**

The City of Mill Valley is pleased to offer a comprehensive benefits package that includes health, dental, life, and long-term disability insurances, a 457-deferred compensation plan, retirement through CalPERS and generous leave.

### APPLICATION INSTRUCTIONS:

1. To apply, please visit <https://www.calopps.org/city-of-mill-valley>
2. Utilizing the application process in the above link, please also upload your Cover Letter and Resume.

**FILING DEADLINE: is 5:00 P.M. Wed. March 10, 2021**

### FOR QUESTIONS PLEASE CONTACT:

Seth Allingham, Deputy City Clerk/HR Analyst  
[sallingham@cityofmillvalley.org](mailto:sallingham@cityofmillvalley.org)

*The City of Mill Valley is an Equal Opportunity Employer.*