

SENIOR/PRINCIPAL PLANNER



THE POSITION

The Principal Planner or Senior Planner will provide the Planning Division with a variety of professional current planning, administrative, and first line supervision functions. The Principal/Senior Planner will handle the most complex and politically sensitive current planning assignments, including managing the preparation of environmental impact reports under the California Environmental Quality Act. This position will be responsible for preparing professional quality staff reports and presenting projects to a variety of audiences, including the public, appointed commissions, and elected officials. Additionally, they will assist in the supervision and mentoring of a talented team of planning professionals who are focused on processing current planning applications and delivering exceptional customer service. This is an excellent opportunity to work for an organization that values creative problem solving, teamwork, and that supports employees to grow and develop professionally.

THIS POSITION IS POSTED AS CONTINUOUS

To apply for this position,
please visit

www.novatojobs.org

Only complete applications
will be considered.

COMPENSATION AND BENEFITS

\$6,711-8,790 monthly

Placement in the position and salary range are dependent upon qualifications and experience.

**Monthly contribution
towards benefits up to
\$1,525 per month for full
family enrollment.**

THE IDEAL CANDIDATE

The ideal candidate will demonstrate knowledge of current planning procedures and practices, environmental review requirements, and the function of a planning division at a journey or expert level, depending upon appointment to either the Senior or Principal position. The individual will be experienced and comfortable with concurrently managing complex current planning assignments, administrative responsibilities, and serving as lead or manager for the staff. The individual will possess strong public presentation skills and the ability to produce professional quality staff reports. The candidate will have a sense of urgency, a strong commitment to providing quality service to the community, and a desire to support and help build a strong current planning section. The individual will bring a positive attitude, a sense of humor, and exercise thoughtful decision-making and leadership. Only the most qualified and experienced candidates with supervisory experience will be considered for the Principal Planner position.

MINIMUM QUALIFICATIONS

Experience: Three years of increasingly responsible urban planning, regional planning, community development or zoning administration including experience in a local government and two years of lead supervisory and project management experience. Applicants with 7-10 years of experience are strongly encouraged to apply.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, or a related field.

THE COMMUNITY DEVELOPMENT DEPARTMENT & PLANNING DIVISION

The Community Development Department is responsible for administering land use policies, environmental regulations, and design and building code standards for new construction based on federal, state and local requirements. The Department provides staffing to various commissions and committees, with the Planning Division providing support to the Planning Commission and Design Review Commission.

TO VIEW THE JOB DESCRIPTION IN ITS ENTIRETY, PLEASE VISIT www.novatojobs.org

D U T I E S I N C L U D E

Sample duties may include the following:

Senior Planner

- Provide lead supervision and technical assistance to professional and technical planning staff; assist in conducting performance evaluations.
- Conduct and lead planning studies in the community to gather data for evaluating current and advanced planning projects.
- Develop general plan elements and amendments; prepare long-term planning recommendations, precise plans or complex subdivisions; coordinate City staff requirements for the General Plans.
- Perform Extensive research and analysis on planning activities including policy implementation established by the general plan, zoning ordinance, downtown plan or other land use and development ordinances.
- Provide information to the public regarding zoning, land use and the general plan participate in public meeting as necessary.

Principal Planner

- Manage and staff assigned boards, commissions, and committees involved in the development, adoption, and implementation of City plans and planning regulations including the Planning Commission, Design Review Board, and Housing and Services Commission.
- Supervise the work and monitor the budget of cost recovery programs for consultant planning assistance on projects; coordinate contract management with other staff.
- Attend meetings of the City Council, Planning Commission, various boards and committees, and public hearings; prepare and present staff reports; advise members and citizens on matters relating to planning activities, development, and ordinances.
- Assume responsibility for the development and administration of the general plan and specific plans and amendments thereto; prepare planning recommendations, plans, and consistency determinations; prepare annual reports on implementation.
- Provide responsible staff assistance to the Planning Manager; prepare analytical and statistical reports on operations and activities.

E M P L O Y E E I N F O R M A T I O N A N D B E N E F I T S :

Employment Process: Applicants are screened for relevant education, experience and/or licensing requirements as stated on the job announcement. Those persons most qualified may be required to compete in any combination of written, oral, performance and/or assessment center examinations. Candidates who successfully pass the examination process are placed on the eligibility list.

Immigration and Reform Act: In compliance with the Immigration and Reform Act of 1986, the City of Novato will only hire individuals who are legally authorized to work in the United States.

Benefits: The City participates in the California Public Employees' Retirement System (CalPERS). In compliance with AB 340, CalPERS retirement formula is either 2% at 62 or 2% at 55 depending on eligibility. The City provides a specific dollar amount to each employee based on the employee's bargaining unit to apply to medical, dental, life and disability insurance. The dental program and life insurance policy are mandatory. Health and disability options are available. Employees who do NOT enroll in a healthcare plan through the City will receive up to \$250 per month as an addition to their gross earnings.

Leaves: The City offers 13 paid holidays; 10 days vacation at the first year of service (graduates to 21 days for 20 years service); 12 days sick leave per year (unused sick leave applied to service credit at retirement).

The information in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

The City of Novato is an Equal Opportunity Employer.

The City will make reasonable efforts in the selection process to accommodate persons with disabilities.

Please advise the Human Resources Division of such special needs at the time of application.