



PLANNER I – Limited Term



THE POSITION

The **Planner I** will provide the Planning Division with a variety of professional planning functions including technical reviews of development, land use applications and zoning matters. The incumbent provides advice and information to assist the public, developers, the business community and City staff with related matters. The Planner I will prepare and present information and make recommendations to applicable commissions, City Council and staff. This is an excellent opportunity to work for an organization who values creativity, teamwork and who supports employees to grow and develop professionally.

FINAL FILING DEADLINE

August 23, 2017 @ 5:00 p.m.

This is a limited term position through 6/30/19 with an option to extend.

To apply for this position, please visit www.governmentjobs.com

or

www.novatojobs.org

COMPENSATION

\$5,615 - \$6,825 per month

General wage increase of 3.0% scheduled for 7/1/18

Placement in the salary range is dependent upon qualifications and experience.

BENEFITS

Monthly employer contribution towards benefits up to \$1,775 based on enrollment level.

THE IDEAL CANDIDATE:

The ideal candidate will demonstrate a thorough knowledge of Planning work and be familiar with requirements and compliance with local, state and federal codes and regulations. The individual will possess strong oral and written communication skills and have the ability to explain regulations and procedural requirements. The incumbent is expected to produce professional quality staff reports and presentations to various hearing bodies. The position is responsible for assisting in the preparation and review of environmental documents and making recommendations on special studies. The successful candidate will embrace technology and be comfortable working with various software systems such as Microsoft Office Suite, GIS, and Adobe Acrobat. The individual will be able to prioritize and manage multiple projects and tasks simultaneously, often under tight deadlines.

MINIMUM QUALIFICATIONS:

Experience: Some directly related planning experience is desirable.

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.

License: Possession of a valid California driver's license.

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

DUTIES INCLUDE

Duties include, but are not limited to, the following:

- Research, analyze and interpret social, economic, population and land use data and trends; prepare written reports on various planning matters and elements of the general plan.
- Prepare initial studies and assist in preparing or reviewing environmental impact reports.
- Compile information and make recommendations on special studies; prepare planning reports.
- Review development proposals and work with developers to reach agreement on acceptable site plans; review various development applications for compliance with appropriate regulations and policies, and prepare reports of recommendations.
- Prepare and present staff reports for the Planning Commission, various committees and advisory boards as directed.
- Check commercial, industrial, and residential development plans for issuance of zone clearance; process permit applications; review permit applications, business licenses, and home occupation permits.
- Inspect properties and structures for compliance with current City zoning codes and regulations; recommend improvements; identify corrective actions to be taken by owner.
- Research and draft ordinances for review.
- Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.
- Respond to and resolve difficult citizen inquiries and complaints regarding the City's planning function.
- Participate in coordinating City planning activities with outside departments.

EMPLOYEE INFORMATION AND BENEFITS:

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, and disability insurance. The dental program is 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 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.**