



## **CITY OF SAUSALITO**

420 Litho Street, Sausalito CA 94965  
Attn: Human Resources  
(415) 289-4130 FAX (415) 289-4167  
dvaughn@ci.sausalito.ca.us

### **ASSISTANT PLANNER (\$5,073-\$6,166/month)**

*The next Cost of Living Adjustment is due on July 1, 2009.*

**One Full-time Position in the Community Development Department**  
**Application Deadline: Tuesday, March 3, 2009 by 5:00 p.m.**

#### **JOB DUTIES:**

**THE ASSISTANT PLANNER** is an entry-level position. It is characterized by the responsibility for providing staff support in policy and land use planning activities under close supervision. Incumbents learn to apply professional planning principles within a municipal government setting. As experience and proficiency are gained, incumbents are expected to work with less supervision.

The successful candidate will have exceptional communication, organizational, and interpersonal skills. Appointments will be based upon experience and overall qualifications.

#### **UPCOMING ACTIVITIES:**

The Assistant Planner will be involved in a variety of customer service activities including design review of residential and commercial additions, assistance at the public counter, and enforcement of City codes.

#### **Typical duties for the position include:**

- Respond to inquiries from the public by providing information regarding the General Plan, Zoning Ordinance, other City regulations, and statistical data.
- Receive and review zoning permits, design review permit applications, encroachment agreements for conformance with the General Plan, Zoning Ordinance, and other regulations; and prepare staff reports recommending appropriate action.
- Conduct environmental review including preparation of initial studies and negative declarations, technical and administrative support on the preparation of Environmental Impact Reports and staff reports on all phases of environmental review.
- Perform detailed planning studies, research and analysis to support development of long-range policies and plans, as well as implementation ordinances for the City's growth and development.
- Prepare and analyze various professional planning studies including, but not limited to, demographics, traffic, and historic resources.
- Prepare updates of General Plan elements such as the Housing Element by drafting and finalizing plan documents; researching materials and making presentations to committees, the Planning Commission, and the City Council.
- Check plans to ensure conformity with City regulations and project conditions.

- Prepare reports and studies and represent the department before the public, other agencies, and developer representatives.
- Attend, participate, and present reports at meetings of the Historical Landmarks Board, Planning Commission, City Council, special committees, and neighborhood groups.

## **REQUIREMENTS:**

Bachelor's degree from an accredited college or university with major coursework in planning, urban studies, geography or a related field *and* at least a long-term internship, with one to two years of full-time work experience in municipal or regional planning preferred.

Any combination of education, experience, and training which demonstrates possession of and competency in requisite knowledge and abilities may substitute for the education (degree) on a year-for-year basis. A Master's degree in planning or a related field may substitute for one year of the required work experience.

- California Driver's License
- Ability to interact in a positive and helpful manner with members of the public, the City staff and other agencies
- A strong work ethic and sound organization skills

**THE COMMUNITY:** Sausalito is a beautiful bay front city of 7,400 residents within 2.2 square miles that serves a visitor population that may be several times the size of the year round population. The community has been geographically blessed with a variety of natural features that define residential neighborhoods, commercial districts, harbors and waterfront, and a maritime-oriented office/industrial district. The blend of historical buildings, wooded hillsides, sweeping bay and San Francisco views nestled against the Golden Gate National Recreation Area combine to make Sausalito a community of unparalleled charm and natural beauty. Residents are community-oriented and very supportive of City staff.

**CITY GOVERNMENT:** Sausalito is a General Law city incorporated in 1893 and has a City Council/City Manager form of government. The City provides a full range of services that includes Administration, Finance, Police, Fire, Public Works, Parks and Recreation, Community Development and a Public Library. The City Council and staff value positive relationships with the residents, businesses, visitors and outside agencies.

**THE COMMUNITY DEVELOPMENT DEPARTMENT:** The Community Development Director heads up a staff that includes 2 Associate Planners, 1 Assistant Planner, a Building Inspector, a Permit Technician and an Administrative Aide. Staff reports to and works with a dedicated Planning Commission and Historic Landmarks Board in processing development proposals; staff additionally works with the City Council for applications that go to that level for review.

## **BENEFITS:**

**Cafeteria Benefit Plan:** City contributes to a Cafeteria Benefit Plan in the amount for which an employee qualifies: \$604.43 per month for single employee; \$1,123.02 for employee + 1 dependent; \$1,426.30 for an employee + 2 or more dependents. The employee may choose among plan options for medical, dental, vision, life insurance, long-term disability, PERS long-term care insurance and child care.

**Leave:** Employees earn 10 hours vacation and 8 hours sick leave per month. Employees in the Community Development Department currently work a 9-80 work schedule and are therefore entitled to 9 paid holidays and 15 hours of “floating holiday” time each year.

## **APPLICATION PROCEDURE:**

### **To obtain an Employment Application and detailed job information brochure:**

- Request the Application by e-mail to: [dvaughn@ci.sausalito.ca.us](mailto:dvaughn@ci.sausalito.ca.us) OR
- Print the Application from the City website <http://ci.sausalito.ca.us/Index.aspx?page=216>

Submit all application materials by 5:00 p.m. on Tuesday, March 3, 2009, by mail, FAX, e-mail, or personal delivery to:

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### **To be considered, applicants must complete and submit ALL of the following:**

- Cover letter that describes why this position appeals to you and the highlights of your career that best qualify you for the Assistant Planner or Associate Planner position
- City Employment Application completed and signed. *(Please note that the Applicant Tracking Form portion of the Application must be submitted; be assured that it is separated from the application upon receipt, and the information submitted on the Tracking Form is NOT processed in connection with any individual's application so that the information remains “anonymous”.)*

A list of references: 3 professional references and 3 personal references *(The City of Sausalito will NOT contact these references unless the applicant becomes a finalist in the selection process, and if that is the case, the applicant will be informed before the City makes contact with the references in order to allow the applicant to forewarn the references of the call they should expect from the City.)*

- Completed Supplemental Questionnaire
- A report writing sample, preferably a sample “staff report” that you have prepared for a planning project (maximum 4 pages)

Attached:

1. Supplemental Questionnaire

## **ASSISTANT PLANNER SUPPLEMENTAL QUESTIONNAIRE**

APPLICANT: \_\_\_\_\_

Instructions: **Place your name on each page of your responses to the Supplemental Questionnaire.** Please use no more than two pages to answer the questions below. Your responses will be assessed for content, organization, clarity, and brevity.

1. Please briefly describe how your planning experience and education qualify you for this job. Include experience gained during an internship or similar work study situation.
2. Briefly describe your familiarity with California planning and zoning laws, including the California Environmental Quality Act.
3. Describe your experience in giving oral presentations of reports in a public meeting situation. Specify to what kind of board or commission you made the presentation.