



## **The Position**

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The Town of San Anselmo is seeking a knowledgeable and experienced Senior Planner in the Planning and Building Department. Under general direction of the Planning and Building Director, this position is responsible for a wide range of current and advanced planning duties including zoning administration and special projects. This position confers with construction-related professionals, other public agencies and the public to research issues involving policy implementation of the General Plan and zoning ordinance, analyzes and interprets policies and regulations, and presents recommendations for consideration by the Planning Commission and Town Council.

## **Qualifications... The Ideal Candidate**

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The Senior Planner should possess a combination of experience and education equivalent to a bachelor's degree in environmental studies, urban or regional planning or a closely related field and four years of increasingly responsible professional planning experience in a public agency. A valid California Class C driver's license is required.

The ideal candidate will demonstrate:

- An understanding of the principles and practices of land use planning and development.
- Excellent technical report writing and presentation skills.
- A good working knowledge of pertinent Federal, State, and local statutes, rules and regulations, including applicable environmental laws and regulations.
- An open, inclusive, and flexible work style.
- Available as needed for evening and weekend meetings.
- Good judgment and creativity in responding to changing situations and needs of a small community.
- Language skills necessary to effectively communicate technical information to a wide audience.
- A good working knowledge of current office practices and technology, including computer skills.

## **Compensation and Benefits**

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Monthly salary range for this 37.5 hour per week position is \$5,445 to \$6,619, with a 2% to 5% cost of living increase (based on 5/08 CPI-W) as of July 1, 2008. A comprehensive benefits package is offered, including fully paid PERS (2% at 55); generous coverage for health, vision, dental; life and LTD insurance; and paid sick, vacation, and holiday leave. Cashback pay of up to \$365 per month is provided for unused portion of health allowance. This position is part of the SEIU bargaining unit.

## **About the San Anselmo Area**

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San Anselmo (population 12,500) is located in the heart of the Ross Valley in Marin County, approximately 10 miles north of the Golden Gate Bridge. San Anselmo has a close-knit and active community environment. The Town is famous for its many antique collectives, shops and restaurants. San Anselmo's location in Marin County offers a wonderful mix of active recreational pursuits, including power and sail boating in the ocean and bays, and sheltered harbors with easy access to over 1,000 miles of inland waterways. Fishing is year round and trails, forested mountains, and extensive coastlines beckon to serious hikers and casual walkers alike. San Francisco is within easy driving distance, as are the Napa and Sonoma wine countries.

## **How to Apply**

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**APPLICATION DEADLINE: Thursday, May 29, 2008 at 3 pm**

Please submit a letter of interest, completed Town application and your resume to:

Town of San Anselmo  
Human Resources Department  
525 San Anselmo Avenue  
San Anselmo, CA 94960

Application packets are available:

online at [www.townofsananselmo.org/hr](http://www.townofsananselmo.org/hr)

by phone at 415-257-4118.

***The Town of San Anselmo supports work place diversity  
and is an equal opportunity employer.***