



TOWN OF
SAN ANSELMO
EST. 1907

Invites Applications for Associate Planner / Senior Planner

EXCITING OPPORTUNITY

The Town of San Anselmo (the Town) is seeking an Associate Planner or Senior Planner (depending on the qualifications of the candidate selected). This is an exciting opportunity to work in a broad range of areas, to help shape the future of the Town and the Planning Department, and to join an organization made up of dedicated, professional employees that are committed to providing exceptional services to their customers without the lengthy project reviews required in many larger organizations.



THE POSITION

Under the general direction of the Planning Director, The Associate/Senior Planner will be assigned a very broad range of professional planning responsibilities, from responding to questions and conferring with engineers, developers, architects and the general public; to performing extensive research and analysis on planning activities; to updating and implementing various elements of the Town's General Plan. In addition to traditional residential project reviews, the selected candidate will have the opportunity to work in areas such as wireless applications, commercial use permits, economic development, open space preservation, climate action and small subdivisions. Depending on the candidate selected, examples of projects will include:



- Updating the Town's housing element and circulation element
- Updating the Town's density bonus ordinance
- Writing the safety element of the general plan
- Implementation of the Town's housing element programs, including an inclusionary housing ordinance
- New programs to encourage accessory dwelling units
- New objective design and development standards for multi-family development, a collaborative project with other Marin County jurisdictions
- Working on the Town's Single Use Plastic Initiative – educating the public and assisting business with compliance.

- Serving as a point person for Town committees including Planning Commission, Open Space Committee, Sustainability Commission, Economic Development Committee and/or Racial Equity ad hoc Committee

If you enjoy wearing many different hats and working with a very friendly and supportive community and would like to join an organization that encourages versatility and growth in its employees this is the job for you!

This position is scheduled to work 37.5 hours per week.

Detailed job descriptions for both Associate Planner and Senior Planner can be found at [Job Descriptions](#)

ABOUT SAN ANSELMO

The Town of San Anselmo, nestled at the base of Mt. Tam in Marin County, California, is 2.7 square miles and home to about 13,000 residents. The Town is approximately 12 miles north of the Golden Gate Bridge. The town is surrounded by beautiful open space areas with hiking and mountain biking trails. The Town is close to the East Bay, San Francisco, the pastoral West Marin countryside and coastal communities, and nearby wine country.

Town land uses are primarily residential. The Town seeks to maintain and enhance the economic viability of its small commercial districts and local businesses.

The Town has an adopted Climate Action Plan with a goal of 54% emissions reductions from a 2005 baseline emissions level by the year 2030 (45% below 1990 levels) and goal of carbon neutrality by 2045. The Town has the first single use plastic ordinance in Marin County that Planning Department staff implement.

More information about San Anselmo can be found at <https://www.townofsananselmo.org/>

THE PLANNING DEPARTMENT

The Planning Department is comprised of one planner and one Planning Director. Planning Department staff support the Planning Commission, Open Space Committee, Economic Development Committee, Sustainability Commission and Racial ad hoc Committee. **Because the Town and the Planning Department have a small staff, employees must be versatile, willing to do a lot of different tasks and take on new roles and responsibilities.**



THE IDEAL CANDIDATE

The ideal candidate will have experience in a wide variety of areas of professional planning—both residential and commercial (with an emphasis on residential), including projects similar to those described above, and will be a quick learner with the ability to hit the ground running. Experience in economic development is a definite plus. The successful candidate will be able to work independently and provide staff agendas and complex reports with minimal direction. The ability to communicate both verbally and in writing with a wide variety of audiences (council members, contractors/consultants, engineers/architects, outside agencies, and the general public) is critical. The new Associate/Senior Planner must be approachable and patient with others and able to work effectively as part of a team. This position requires the ability to wear many different hats, perform a wide range of planning tasks, and easily switch between tasks. The ideal candidate will also demonstrate a high level of initiative and accountability and will be an outgoing individual who enjoys working with business owners and residents. Finally, the ideal candidate will be able to organize their own work, set priorities, and meet critical time deadlines.

Experience and Education

Associate Planner

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Two years of responsible experience performing duties similar to those of an Assistant Planner in the Town of San Anselmo and equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental studies; urban or regional planning or a closely related field.

Senior Planner

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Four years of increasingly responsible professional planning experience in a public agency and a degree equivalent to a bachelor's degree from an accredited college or university with major course work in environmental studies, urban or regional planning or a closely related field.

License Requirement

Possession of, or ability to obtain, a valid California driver's license



COMPENSATION AND BENEFITS

The full-time (37.5 hours per week) annual salary range for this position is:

Associate Planner - \$81,060 - \$98,520

Senior Planner - \$89,184 to \$108,396

The Town also offers an excellent benefits package that includes CalPERS retirement; coverage for health, dental, vision; life and LTD insurance; generous leave benefits; and a deferred compensation program. This position is part of the SEIU bargaining unit. Town employees contribute to Social Security.



APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The position is open until filled with first review of resumes on **Monday, October 18, 2021**. To be considered for this exceptional opportunity, please upload an electronic version of your resume (including dates of employment), cover letter, and the names of four professional references (two each of current or former: supervisors and colleagues [here](#)).

For more information
contact: Jill Engelman
Boucher Law
Tel: (530) 306-0575
Email: jill@boucher.law



Resumes will be screened in relation to the criteria outlined in this flyer. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the Town. A final selection will be made upon completion of comprehensive reference and background checks.

