



Larkspur Planning and  
Building Dept. 400  
Magnolia Ave., Larkspur, CA  
94939  
<http://www.cityoflarkspur.org>

**THE CITY OF LARKSPUR INVITES APPLICATIONS FOR THE  
POSITION OF ASSOCIATE PLANNER**

**\$39.68 - \$51.91 per hour, DOQ**

**\$41.69 - \$ 53.21 per hour after July 1, 2021\***

**Plus, an excellent benefits package**

**Recruitment Period: Open Until Filled**

***First Review of Applications Scheduled for June 21, 2021***

*\*On July 1, 2021, a compensation adjustment of 2.5% increase will take effect.*

**We are seeking a journey level Associate Planner to join the team at the Planning and Building Department!**

The City of Larkspur is seeking an experienced planning professional looking to join the Planning & Building Department and work in a dynamic team environment in a small-town setting. The ideal candidate is an experienced urban or regional planning professional, ready to bring outstanding customer service and professionalism to our Planning and Building Department. This is an exciting opportunity for a professional looking to advance their career and work on a wide range of projects with a high level of responsibility and accountability. Along with solid technical proficiency, ideal qualities for a candidate include outstanding written and oral communication skills, flexibility and adaptability in the work environment, and a continuous learning approach. The position requires a high degree of interaction and coordination with various city departments, outside consultants and agencies, and the community. Excellent interpersonal and customer service skills are key qualities for success in this position. In addition to current and advanced planning duties, this position requires working knowledge of CEQA, Housing Element law, historic preservation, and best practices in promoting sustainability and resiliency initiatives. With familiarity with the community and local codes, the Associate Planner is expected to be able to act on small project applications as the Zoning Administrator for the City.

**REPORTING TO THE PLANNING AND BUILDING DIRECTOR, THE SELECTED CANDIDATE WILL:**

- Assist and answer public inquiries at permit information counter, online, and over the phone.
- Review building permits and business licenses for conformance to current zoning regulations.
- Process administrative permit approvals (e.g., Exception Permits, ADU and JADU Permits)

- Process discretionary permit approvals; analyze planning and planning-related development projects; ensure development proposals conform to General Plan and other applicable plans and regulations.
- Assist in preparing amendments to the General Plan, Municipal Code, and/or other policy and procedure documents, as necessary.
- Provide technical and professional advice; respond to questions and concerns from the public; provide information as is appropriate and resolve complaints.
- Attend City Council meetings, Planning Commission meetings, and other boards, commissions, and committee meetings as needed and represent the City to outside agencies; participate in preparing and managing community workshops; take notes and prepare summary reports.
- Gather, interpret, and prepare data for permit application review process, studies, reports, and recommendations; coordinate department activities with other City departments and agencies as needed.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Use a variety of software to maintain and update the Department's website, electronic forms and databases, and records.

**REQUIRED QUALIFICATIONS INCLUDE:**

- Possession of a bachelor's degree or equivalent in urban or regional planning or a related field.
- At least two years of professional-level work experience in urban or regional planning or related field.

In addition, qualified candidates must:

- Possess a valid Class C California Driver's License by date of appointment.
- Be willing and able to work evenings as needed for required meetings.

**SELECTION PROCESS:**

It is important to complete all required application materials. All applications will be screened for completeness and possession of minimum qualifications. Qualified applications will be reviewed in detail to identify the most qualified candidates to invite forward in the selection process. One or more selection interviews will be scheduled; top candidates may also be asked to participate in a job-related written exercise. It is anticipated that the successful candidate will begin employment as soon as possible following successful completion of the pre-employment process which will likely include a background check, including Live Scan criminal history fingerprint check, medical and drug screening.

**APPLICATION PROCEDURE:**

To be considered for this exciting opportunity, candidates should submit the following to [jthiessen@centralmarinpolice.org](mailto:jthiessen@centralmarinpolice.org)

- 1) City of Larkspur employment application
- 2) Supplemental Questionnaire (provide responses to these 3 questions on a separate page titled Supplemental Questions and attach to application materials)

- Briefly describe your background and why you are qualified for this position.
- What are your career goals and how does this position fit in with those goals?
- From a planning and development perspective, what do you see as the greatest challenges and opportunities facing the community of Larkspur?

3) Cover letter detailing your interest in the position

4) Current resume

The employment application is available at <http://www.ci.larkspur.ca.us/89/Human-Resources>

**All required applications materials must be submitted; incomplete application packets will result in no further consideration.** Inquiries may be directed to Janet Thiessen, Human Resources Manager, at [jthiessen@centralmarinpolice.org](mailto:jthiessen@centralmarinpolice.org) or by phone at 209-321-3936 (mobile). Email contact is preferred.

The City of Larkspur is not responsible for failure of Internet forms or email in submitting your application.

***NOTE: A comprehensive job description for Associate Planner is found on the City of Larkspur's website.***

#### **BENEFITS OVERVIEW:**

- Significant City contributions to medical and dental coverage for employees and eligible dependents
- CalPERS defined benefit retirement (formula dependent on date of hire); employees pay 100% of required member contribution
- Vision care expense reimbursement for employees
- Paid vacation, holiday, personal, and sick leave
- Deferred compensation, flexible spending accounts, and credit union membership available to employees
- City-paid EAP, long-term disability and life insurance

#### **ABOUT THE COMMUNITY OF LARKSPUR:**

The City of Larkspur is a full-service municipality. We are located in the heart of Marin County, nine miles north of San Francisco, at the base of beautiful Mount Tamalpais. The city has a mix of commercial, residential, and industrial uses. The residential population is approximately 12,300. Larkspur has a wonderful historic downtown, with shops and nationally recognized cafes and restaurants. A mix of lovely homes, condominiums and apartments are situated in the surrounding hills and along the Corte Madera Creek. Attractive shopping centers provide services and amenities for our residents and visitors. The Larkspur Ferry whisks commuters across the bay to Downtown San Francisco. The southern terminus of the SMART train connects Larkspur to northern Marin communities and Sonoma County by rail.

Larkspur residents are actively involved in important local decisions about quality-of-life issues and the future direction of their city. The City Council encourages a high level of interaction between its citizenry and city government so that important issues are thoroughly discussed.

**Accommodation:** *Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing [jthiessen@centralmarinpolice.org](mailto:jthiessen@centralmarinpolice.org) upon submittal of application.*

**THE CITY OF LARKSPUR IS AN EQUAL OPPORTUNITY EMPLOYER**