



City of Novato - Planner I (Limited Term)



The Planning Division is seeking a planning professional who is self-motivated with excellent time management and customer service skills. The ideal candidate possesses strong analytical, writing, and public presentation abilities, while exercising careful judgment and performing thoughtful problem solving. In addition, the ideal candidate is detail oriented and enjoys working collaboratively with colleagues and members of the public.

THE DEPARTMENT

The Planning Division has two primary functions:

- Assisting the community, and ultimately the City Council, plan for the City's future development, *and*
- Reviewing proposed development projects for conformance with the City's adopted policies and ordinances and environmental laws.

The Division is responsible for maintain and implementing the City's General Plan and Zoning Ordinance, which guide development decisions, and the City's Climate Change Action Plan which seeks to lower emissions of greenhouse gases and adapt to the effects of climate change.

The Planning staff work with prospective applicants and neighbors to assure that new development improves the area and is consistent with adopted community-wide objectives. The Division provides staff support to the Planning Commission and Design Review Commission. To learn more about the Planning Division, visit our [website](#).

DEFINITION

To perform professional level work in the field of current and advanced planning; and to provide information and assistance to developers, the business community and the public on planning, housing, and development related matters; and process development permit applications.

This is the entry level class in the professional planning series. Work activities involve the responsibility for assignments in the fields of current or advance planning or environmental analysis which require the application of fundamental planning principles. Assignments are generally limited in scope and within the design and procedural framework established by higher level employees. However, as experience is acquired, the employee performs with increasing independence. Planner I positions are normally considered to be training positions. As assigned responsibilities and breadth of knowledge increase with experience, incumbents are expected to be performing at a journey level and to be reassigned to the next higher class of Planner II at the end of the specified training period.

Experience:

Some directly related planning experience is desirable, such as an internship with a planning agency or private firm engaged in planning, or an agency/firm focused on land development (architecture, civil engineering, etc.)

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.

The City of Novato is an Equal Opportunity Employer

Online Applications Only: novatojobs.org