



## County of Marin - Planner or Assistant Planner

The Marin County Human Resources Department and the Marin County Community Development Agency are announcing a recruitment for the position of Planner in the Housing and Federal Grants Division. This vacancy will be filled at the Planner **OR** Assistant Planner level.

**PLANNER:** The Planner is the journey-level position within the Planner series. This class is distinguished from the entry level of Assistant Planner by increased levels of knowledge, skills and abilities and greater complexity of assigned projects and programs. The Planner will support housing policy in the County, develop and implement programs from the Housing Element, support the County's Below Market Rate Homeownership Program, review and analyze housing and related data, review development applications for conformance with applicable housing policies and regulations, conduct environmental reviews, and make recommendations to the appropriate decision maker. The Planner will also review funding applications from nonprofit organizations and public agencies, make funding recommendations, prepare and administer funding contracts, and monitor projects. In addition, the Planner will monitor federal environmental, labor standards, affirmative marketing, and lead paint requirements for CDBG and HOME projects.

The highly qualified candidate is a critical thinker who possesses excellent writing and presentation skills and a strong foundation in the principles of general plan and zoning in California. More specifically, they are familiar with affordable housing policy and federal grants, and have managed related planning projects, developed associated policy and/or administered grants. The successful candidate can utilize Geographic Information Systems to conduct analysis, has experience with graphics, a strong background in public outreach and desires to be part of a dynamic team working to effect housing policy in our community. Bilingual skills (English/Spanish) are strongly preferred.

**ASSISTANT PLANNER:** Under supervision, the Assistant Planner will assist with implementation of housing and federal grants programs, review and analyze housing and related data, review development applications for conformance with applicable housing policies and regulations and assist with environmental reviews. In partnership with division staff, the Assistant Planner will implement community outreach and create opportunities for community engagement and citizen input. The Assistant Planner will work with the Community Development Block Grant Program (CDBG) and the HOME Investment Partnerships Programs (HOME) and assist with the review of funding applications from nonprofit organizations and public agencies, prepare and administer funding contracts, and monitor projects. In addition, the Assistant Planner will monitor federal environmental, labor standards, affirmative marketing, and lead paint requirements for CDBG and HOME projects.

**Minimum qualifications for both positions:** Any combination of education and



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experience that would provide the knowledge and skills listed. Typically, graduation from college with a major in planning, geography, architecture, landscape architecture or closely related field, and possession of the knowledge and ability requirements. Plus, a minimum of one year of professional land use related planning experience for the Planner role. Please note that "land use related planning experience" may encompass land uses that specifically benefit low-income people, such as affordable housing and public facilities that benefit low-income people.

### **PLANNER**

**(\$6,750-\$8,068/Month)**

**or ASSISTANT PLANNER**

**(\$5,661-\$6,454/Month)**

**Housing and Federal Grants Division**

**Community Development Agency**

**Marin County, San Rafael, CA**

**\* Additional 5% paid**

**for bilingual Spanish skills**

**Filing Deadline is Monday, January 13, 2020.** Resumes are not accepted in lieu of County application. To be considered for both positions, you must submit a separate application for the Planner and Assistant Planner roles. Apply online at: [www.marincounty.org/Jobs](http://www.marincounty.org/Jobs) or contact Marin County HR Dept., Rm 126, 3501 Civic Center Dr., San Rafael, CA 94903 or call (415) 473-6104. EEO/TTY