The City of Novato is looking for a professional planner to support the Community Development Department's current and advanced planning efforts. Near term focus for the position will be on housing issues and new development projects, but longer term are a variety of initiatives to be addressed, including updating the City's climate action plan, resiliency planning, several important zoning code amendments tied to create reuse of properties, and development of programs and implementation of actions from the City's soon-to-be-adopted General Plan Update. This position is key to helping the Department stay abreast of rapidly changing state laws and assisting Novato citizens implement their goals and vision. We welcome you to join our team and help advance the quality of life within the Novato community!
THE POSITION

This position will work closely with the Director and the Planning Manager to manage new development applications and develop regulations and policies to address recent and pending changes in housing law. The individual in this position will also likely develop and implement new or modified housing programs to meet community goals and objectives; lead efforts to develop strategies to accommodate new regional housing needs (RHNA) allocations, and work closely with community groups and organizations in public workshops and meetings. The position will also manage a broad range development entitlement applications and environmental review documentation.

IDEAL CANDIDATE PROFILE

The ideal candidate will have a minimum of three years of progressively responsible professional planning experience and have expert level working knowledge in California land use and urban planning principles, laws and practices. A strong background in housing issues, legislation, policies, programs, and trends is highly desirable. Experience drafting policies, programs, and ordinances and managing environmental review under the California Environmental Quality Act is extremely valued. Candidates must have the equivalent to a Bachelor's degree from an accredited college or university with major course work in urban or community planning, geography, public administration, or a related field. A Master's degree (or comparable) is desired, but not essential.
**The Organization**

The City of Novato was incorporated on January 20, 1960 as a general law City with a Council/Manager form of government, made up of five members, elected from 5 districts serving four-year terms. The Mayor is selected for a one-year term from among the members of the City Council and the Council appoints the City Manager and City Attorney.

The City delivers administrative, police, community development, parks, recreation and community services and public works services through a current 208 full-time employees in five departments. Fire protection and paramedic services are provided by the Novato Fire Protection District. Other services, such as water distribution and waste management, are provided by special districts.

For the fiscal year 2019-2020, the City’s proposed General Fund budget is approximately $34.3 million.

The organization is led by a creative and forward-thinking Executive Management Team comprised of experienced public service professionals, some having several years with the organization and others who are relatively new to Novato. At the helm is Adam McGill, who joined Novato in 2017 as Police Chief and was appointed as City Manager in 2019. Vicki Parker, a seasoned manager, serves as the Community Development Director.

Novato encourages employees to challenge themselves and particularly values self-starter. The City also looks for individuals who can work with minimal direction and who have a commitment to the public sector.

Novato approaches problem solving through an interest-based approach. The City’s organizational culture is friendly, service-oriented, fast-paced, and eager for new technology and employees with strong customer service skills, respect for the City Council and citizens, and the ability to juggle a multitude of priorities while retaining a sense of humor are traits that are also vitally important to Novato.

**Compensation**

<table>
<thead>
<tr>
<th>Retirement (CalPERS)</th>
<th>Medical Benefits</th>
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</thead>
<tbody>
<tr>
<td>Classic Members: 2%@55</td>
<td>Employee only: Up to $1,050/month</td>
</tr>
<tr>
<td>New Members: 2%@62</td>
<td>Employed +1: Up to $1,725/month</td>
</tr>
<tr>
<td>Life Insurance: $50,000</td>
<td>Employee + Family: Up to $1,975/month</td>
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<tr>
<th>Leaves:</th>
<th>Dental Benefits</th>
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<tbody>
<tr>
<td>13 paid holidays; 10 days of vacation after one year (accrues annually); 9 hours of sick leave accrual for each month of service.</td>
<td>PPO $53.20-$208.30/month</td>
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<tr>
<td></td>
<td>HMO $27.92-$75.05/month</td>
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</table>
MINIMUM QUALIFICATIONS
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:
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.

Experience:
Three years of responsible professional urban planning experience.

License:
Possession of, or ability to obtain, an appropriate, valid driver’s license.

SELECTIVE PROCESS
All resumes, cover letters, and applications will be reviewed and those candidates who possess the most relevant qualifications for the position will be invited to continue in the selection process.

The City’s actual job offer will be based on the depth and breadth of the candidates’ experience and technical knowledge and skills, as well as on their ability to collaborate, communicate effectively, problem-solve, anticipate and take initiative.

APPLICATION AND FILING DEADLINE
To apply online for this position, please go to: novatojobs.org

Deadline to apply is midnight on 9/21/2020

Website: www.novato.org
Email: HR@novato.org

Team Work | Excellent Customer Service | Ethical Behavior | Honesty and Integrity | Fiscal Responsibility | Respect for All
Setting and Focusing on Priorities | Open Government | Community Involvement