

## Compensation and Benefits

The City of Sonoma provides a competitive compensation and benefits package. The current salary range for the Assistant Planner position is \$85,624-\$104,076 per year and the range for an Associate Planner is \$101,107-\$122,896 per year. The City of Sonoma offers a variety of alternative work schedules including a 9/80.

The benefits package for the full-time Assistant/Associate Planner includes:

- Retirement: CalPERS Retirement System – Classic employees: 2% at 55 formula based on highest year compensation and sick leave conversion. Candidates hired on or after January 1, 2013, are subject to restrictions imposed by PEPRRA including 2% @ 62. The City does not participate in Social Security.
- Generous medical package for employee and family members.
- Dental and Vision Insurance: City pays 100% of the premium.
- AD&D and Long-Term Disability Insurance: City pays 100% of the premium.
- Life Insurance: \$25,000. City pays 100% of the premium.
- Vacation: accrues at the rate of 80 hours per year for the first three years and increases with years of service.
- Sick Leave: 8 hours per month.
- Paid Holidays: 14 holidays per year.

## The Recruitment Process

To apply for this exciting career opportunity, please send your City of Sonoma employment application, resume and cover letter electronically to:

City of Sonoma – Attention: Cathy Lanning, Human Resources Manager  
clanning@sonomacity.org

Call Cathy Lanning at 707-933-2217 for more information.

## Search Schedule:

### Open Until Filled

For first consideration, apply by..... June 18, 2024

Preliminary Interviews..... Week of July 7, 2024

## Selection Process:

Applications will be screened for relevant training and experience. The best qualified applicants will be invited to an interview. After a Conditional Offer of employment is made, the City will conduct a reference check including but not limited to the verification of employment history and education. Applicants will also be required to complete and pass a background investigation.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified or revoked without notice.

The City of Sonoma is an equal opportunity employer. It is the policy of the City of Sonoma to preserve the right to equal employment opportunity for all persons, including those with physical, mental or sensory disabilities.

If you require special accommodation during the testing or interview process due to a legal disability, please supply the City with documentation on the need for accommodation, and the type(s), in a written request submitted at least five (5) days prior to the date of the examination or interview.

All public employees are determined to be disaster service workers under Section 3101 of Government Code. As a disaster service worker, this position is subject to such disaster service activities as may be assigned by superiors and subject to mandatory emergency call out.



# City of Sonoma California



## Assistant/Associate Planner

Within the  
Community Development Department

~Apply Immediately~  
Open Until Filled

**For first consideration, apply by June 18, 2024**  
**Preliminary Zoom Interviews will be held the week of July 7, 2024**

The City of Sonoma is seeking highly qualified, dynamic, and enthusiastic candidates to fill an Assistant/Associate Planner position. Located just 45 minutes north of the Golden Gate Bridge, the City of Sonoma spans approximately 2.8 square miles in the heart of one of the world's premier wine-producing regions. The Assistant/Associate Planner is a full-time, benefited position.

City of Sonoma



No. 1 The Plaza  
Sonoma CA 95476  
707.938.3681 phone  
707.938.8775 fax  
www.sonomacity.org

## The Position

The **Assistant/Associate Planner** performs professional and technical urban planning duties requiring specialized knowledge; to organize, assign and review the work of assigned staff engaged in preparing staff reports to the City Commissions and to provide highly responsible professional support to assigned management.

The Assistant/Associate Planner receives general direction from the Community Services Director and may receive technical and functional supervision from the Senior Planner.

The Assistant Planner is the entry-level class in the professional Planner series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Assistant Planner class is distinguished from the Associate level by the performance of less than the full range of duties assigned to the Associate level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned. The Associate Planner receives only occasional instruction or assistance as new, unusual or unique situations arise and is fully aware of the operating procedures and policies within the work unit.

The ideal candidates would be open minded, perceptive, and proactive leaders who possess a thorough knowledge of principles and practices of urban planning and CEQA. In addition, proven written and oral communication skills, solid interpersonal skills, and an ability to develop and maintain effective working relationships with staff, other City departments, elected officials, and members of the community is critical.

### Images:

On the Cover:  
In the middle of the Plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point and boasts many community festivals.

On the Right  
The adjacent scenic hills and agricultural valley provide a setting of unparalleled natural beauty.

## The Community

The City of Sonoma is a beautiful, environmentally friendly, and safe place, widely recognized as one of the most desirable cities in Northern California to live, visit, and do business. Sonoma is proud of its friendly and small town atmosphere with residents that are actively engaged in city policies, volunteerism and non-profits are integral, and numerous community events and activities on the City's historic Plaza in the center of town help build community. The City of Sonoma offers its 10,989 residents and visitors numerous attractions including shopping in the historic Plaza, wine tasting, hiking, as well as a vibrant restaurant scene. The City's commitment to open space preservation is visible with protected scenic hills and preserves, plus the renowned agricultural fields of the Sonoma Valley which provide a setting of unparalleled natural beauty. In the middle of the plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point, boasting many community festivals and drawing the community together all year round.

## The Organization

Incorporated in 1883 as a general law city, the City operates under a Council-Manager form of government with a five-member City Council. The City of Sonoma has a staff of 44 full-time employees. These employees provide General Government (City Manager, City Clerk, Finance, Human Resources, Risk Management and Cemeteries), Building, Planning and Public Works (Administration, Streets, Parks, and Water). The City contracts its police services with the Sonoma County Sheriff's Department and its fire services with Sonoma Valley Fire District – both of these relationships are active partners within the City's leadership team. Water is wholesale provided from the Sonoma County Water Agency and sanitation management and infrastructure are under the management of the Sonoma County Sanitation District.

## Distinguishing Characteristics

These positions are journey level in the professional Planner series. The individuals chosen must have the ability perform professional level current and long term duties; participate in establishing long-term goals, objectives; develop policies, procedures and work standards.

### Example of Essential Duties

The Assistant/Associate Planner will provide oversight of planning functions including:

- Review, analyze, and provide feedback on complex developmental proposals including subdivisions, commercial retail projects, and other land use applications and matters.
- Prepare meeting agendas and minutes, legal notices, staff reports, environmental documents pursuant to CEQA, letters, and other correspondence.
- Attend, facilitate and make presentations at City Council, Planning Commission, and other commission and committee meetings.
- Review and comment on civil improvement plans, building permit plans, and telecommunications facility applications.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner
- Build and maintain positive working relationships with co-workers, other City employees and provide a high-level of customer service that is transparent and responsive to the needs of all internal and external customers.
- Participate in code enforcement activities, including investigating complaints of municipal code violations.
- Perform a variety of special projects related to planning programs and functions, including General Plan updates, coordination of the City's bicycle program, municipal code updates, and other programs; compile information and make recommendations on special studies.
- Foster an environment that embraces diversity integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.

## Opportunities and Challenges

Sonoma Valley's economy is largely driven by the wine industry and tourism. Sonoma is also a small town, well loved by its residents, with active non-profits, a vibrant community life and an authentic friendly culture. With the economic boom, Sonoma faces challenges similar to many Bay Area communities regarding housing availability and affordability, concerns regarding increased traffic, and a balancing of interests. As the City begins its General Plan process, there are important community conversations to be conducted in order to determine the community's vision for the next 10 years.

Sonoma's downtown is the envy of many communities with a beautiful 8-acre park that regularly hosts events for residents and tourists to enjoy. Parking and traffic concerns for the downtown are current issues impacting specific development projects that are under consideration.

The City has invested in updating its web site this past year and has created robust web pages for individual development projects. With this commitment to communication, the department will continue to build on this foundation and continue proactive and transparent communication

## 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, public administration, or a related field.

### EXPERIENCE:

Assistant—no professional experience is required  
Associate—two years of responsible experience similar to Assistant Planner with the City of Sonoma.

### LICENSE AND CERTIFICATE:

Possession of, or ability to obtain, a valid California Driver's License.



Veteran's Preference – View the City of Sonoma's Veteran's Preference Policy at:

<https://www.sonomacity.org/documents/veterans-preference-policy/>

Candidates requesting veteran's preference will be required to provide a copy of U.S. Government Form DD 214 "Certificate of release or Discharge from Active Duty" to Human Resources before the filing deadline for the position applied for.

Preference afforded via the application screening shall constitute the complete and total extent to which the City of Sonoma will afford veteran preference over other candidates.