

Compensation and Benefits

The City of Sonoma provides a competitive compensation and benefits package. The current salary range for this position is \$83,587—101,600 per year. The City of Sonoma offers a variety of alternative work schedules including a 9/80.

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

- Retirement: CalPERS Retirement System – 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 PEPRA. 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: accrues at the rate of 4 hours per month with an additional 24 hours of Alternative Sick Leave awarded July 1 and 24 hours awarded January 1 of each year.
- Paid Holidays: 14 holidays per year.

The Recruitment Process

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

City of Sonoma – Attention: Cathy Lanning, Administrative Services Manager
clanning@sonomacity.org

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

Search Schedule:

Application/Resume filing deadline...5:00pm, Friday, August 30, 2019

Selection Process:

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

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



City of Sonoma

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Sonoma CA 95476
707.938.3681 phone
707.938.8775 fax
www.sonomacity.org



City of Sonoma
California



Invites applications for the position of:

Associate Planner

Within the
Planning and
Community Services Department

~Apply Immediately~

Application deadline is 5:00 p.m., Friday, August 30, 2019

The City of Sonoma is seeking highly qualified, dynamic, and enthusiastic candidates to fill an 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 Associate Planner is a full-time, benefited position.

The Position

The **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 Associate Planner receives general direction from the Planning and Community Services Director and is supported by an additional Associate Planner and an Administrative Assistant.

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.

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

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 small town atmosphere with residents that are actively engaged in city policies, volunteerism and non-profits, as well as community events and activities on the City's historic Plaza in the center of town. The City of Sonoma offers its 11,556 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 39 full-time and five part time-employees. These employees provide General Government (City Manager, City Clerk, Finance, Human Resources, and Risk Management), Building/Planning and Public Works (Administration, Streets, Parks, Water, and Cemetery). The City contracts its police services with the Sonoma County Sheriff's Department and its fire services with Sonoma Valley Fire Rescue Authority – 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 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.
 - Foster an environment that embraces diversity integrity, trust, and respect.
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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 or a related field.

EXPERIENCE:

Three to five years of responsible journey level experience.

LICENSE AND CERTIFICATE:

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



The City of Sonoma is an equal opportunity employer. It is the policy of the City of Sonoma to reserve 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.

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