



TOWN OF ROSS

invites applications for

PLANNING & BUILDING DIRECTOR



PLANNING & BUILDING DIRECTOR

The Town of Ross is seeking a full-time, hands-on Planning and Building Director. This position will plan, direct, manage, and oversee all aspects of planning, building, and code enforcement activities. The Director supervises and personally performs the more technical and complex aspects of the work of the department.



IDEAL CANDIDATE

Reporting directly to the Town Manager, the Planning and Building Director will possess a minimum of six years of advanced planning experience in reviewing development applications, writing staff reports and making presentations, providing zoning administration, and interfacing with the public. The Director will be pro-active, energetic and resourceful. The ability to keep the Town Council's goals in focus is a priority. Keeping the Town Manager apprised on issues as they arise is also critical. Experience supervising other staff and consultants is desirable. This position requires a truly outstanding person who aspires to excellence in customer service, is a committed team player, has outstanding interpersonal and communication skills, and looks to continually improve services.

A Bachelor's Degree from an accredited college or university with major course work in urban or regional planning, environmental studies, architecture, engineering or a closely related field is required, as well as 6 years of increasingly responsible professional planning experience in a public agency with some supervisory experience. A MA/MS degree may substitute for one year of required experience.



The Ross Community



Ross is located in the heart of the Ross Valley in Marin County, approximately 12 miles from the Golden Gate Bridge and 6 miles from the Richmond-San Rafael Bridge. It is primarily a single family residential community of approximately 2,530 residents. Our town center includes the wonderful Ross Common, the nationally renowned Ross School and the charming small, Ross commercial area.

THE POSITION

(not limited to the following)

Must have knowledge of:

- Zoning laws and comprehensive planning
- Building plan review and inspection
- Principles of supervision
- Methods and techniques of effective technical report preparation and presentation
- Statistical and research methods as applied to the collection, analysis and presentation of planning data
- Pertinent Federal, State, and local statutes, rules and regulations, including applicable environmental laws, and regulations
- Current office procedures, methods, and computer equipment and applications, including GIS



PLANNING & BUILDING DIRECTOR



ABILITY TO:

- Assume management responsibility for assigned services and activities of the Planning and Building Department including: current and advanced planning and zoning administration; building functions of plan review, permit issuance, and inspection; and code compliance.
- Supervise, motivate, train, develop, and evaluate department personnel.
- Enhance the effectiveness and efficiency of service delivery.
- Ability to partner with the Public Works Department and other Marin public agencies.
- Interpret, explain, and apply land use/development codes, regulations and procedures.
- Prepare, analyze, and make recommendations regarding highly complex and/or sensitive development/land use proposals or projects.
- Prepare and present staff reports on a regular basis to the Town Council and the Advisory Design Review Group.
- Compile information and prepare comprehensive planning reports and special studies, and research and prepare amendments and revisions to the General Plan, Zoning Ordinance, Subdivision Ordinance, CEQA Regulations and Guidelines, Building and Fire Codes, and other special purpose ordinances, policies, and regulations.
- Establish and maintain effective working relationships

- Language skills necessary to communicate effectively verbally and in writing.
- Work evenings and occasional weekends as required.

COMPENSATION & BENEFITS

- Salary \$164,000 - \$190,000 annually
- CalPERS Retirement 2% at 60 for Classic employees; 2% at 62 for those new to CalPERS
- Medical paid to family Kaiser rate
- Dental Care
- Vacation, Administrative, Sick Leave
- Long Term Disability & Life Insurance
- Auto Allowance
- 13 Paid Holidays
- Flexible schedule with remote work opportunities upon agreement with the Town Manager
- Town participates in Social Security

HOW TO APPLY

Qualified applicants are invited to apply by submitting the following:

- Cover letter
- Resume with the month/year of employment
- Town of Ross Employment Application found at <https://www.townofross.org/hr>

Submit application materials via email to cmartel@townofross.org.

Deadline to apply: July 31, 2023

Panel interviews will be held on August 15 & 16

Town of Ross
Attn: Human Resources
P.O. Box 320
Ross, CA 94957

www.townofross.org

The Town of Ross is an equal opportunity employer.

Please contact Town Clerk if you have questions about the position or the recruitment process at 415.453.1453, ext 105.

