



We invite applications for the position of:
ASSISTANT/ASSOCIATE/SENIOR PLANNER
(REGULAR AND LIMITED-TERM POSITIONS AVAILABLE*)

Assistant Planner - \$82,244 to \$96,757 Annually

Associate Planner - \$90,788 to \$106,809 Annually

Senior Planner - \$94,318 to \$117,898 Annually

Plus a comprehensive benefits package

Why Consider Working for the City of Mountain View?

It's simple. You'll be joining a team of talented professionals in a dynamic work environment dedicated to serving the Mountain View community. When you become part of the City of Mountain View family, you will work alongside a team of dedicated, creative and highly motivated professionals, who on a daily basis contribute their talents and commitment in providing essential public services to our residents and businesses. Here is an outstanding opportunity to join a great organization and contribute your talents and energies.

About Our Team

We are seeking multiple highly motivated, highly skilled, and enthusiastic individuals to join the Planning Division in the Community Development Department as Assistant, Associate, or Senior Planners. The Planning Division is a tight-knit team focused on creating and implementing innovative planning policies and projects to address community goals and needs. We are looking for reliable, team-players who thrive in a fast-paced, collaborative work environment. The detailed job descriptions are available on the City's website here: [Assistant/Associate Planner](#) and [Senior Planner](#).

What You Bring

Assistant Planner

One year of professional planning experience; equivalent to a bachelor's degree in urban planning or a closely related field; a master's degree in a directly related field may be substituted for six months of the required experience.

Associate Planner

Two years of increasingly responsible professional planning experience similar to the Assistant Planner in the City of Mountain View; equivalent to a bachelor's degree in urban planning or a closely related field.

Senior Planner

Four years of progressively responsible planning experience; a bachelor's degree in urban planning or regional planning, architecture or a closely related field.

For Associate and Senior Planners, membership in the American Institute of Certified Planners and prior planning experience at a public agency including development review, preparing staff reports, and making presentations to elected and appointed bodies as well as neighborhood groups is a plus!

All position levels require possession of, or ability to obtain, a valid California class C driver license.

Bonus Points! (Highly Desirable)

- Master's degree in planning or architecture

What You'll Do

Depending on the position level and specific assignment:

- Perform professional level work in the fields of current and advance planning.
- Manage routine to complex development applications including mixed-use, commercial, office, and residential projects.
- Research and prepare simple to complex reports and documents regarding advance planning policy topics, including General Plan and Precise Plan amendments; rezoning requests; and creating new precise plans.
- Assist or serve as a project manager for long range and current planning projects, including managing project schedules, coordinating and building effective working relationships with other City departments and outside agencies, and managing consultants.
- Perform site visits relating to new development applications, building construction, and code enforcement.
- Research code enforcement issues and coordinate with the City Attorney's office.
- Contribute to improvements in planning procedures and related information systems.

Who You Are

- An innovative doer who devises creative solutions to planning and community development issues.
- An exceptional communicator with strong interpersonal and presentation skills.
- A consensus builder among various stakeholders addressing complex problems/issues.
- Adept at juggling multiple priorities and projects in order to meet project deadlines.
- A professional with top-notch research and analytical skills.
- Self-motivated, team-oriented, reliable, and able to thrive in a fast-paced work environment.

What We Offer

- Comprehensive benefits package including generous paid leave and group health coverage.
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction.
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related bachelor's or master's degree.
- Professional/Management Development Funds - \$800.00 annually for Assistant/Associate Planner and \$1,000.00 annually for Senior Planner.
- Management leave of 80 hours per fiscal year; paid out at end of fiscal year if not used (Senior Planner only).
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program.
- Employee appreciation days and activities.
- A flexible 9/80 work schedule.

Are You Ready? Apply.

Submit your application, resume and supplemental questionnaire online at **www.calopps.org** or to the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. **Please provide a valid email address on your application.** Application materials will be screened on a continuous basis with a first application review date of **Thursday, March 1, 2018**. Qualified candidates are encouraged to apply early!

Interview Process

Candidates with the most relevant qualifications will be invited to the following process: Skype interviews (qualifying/non-qualifying). Candidates who pass the Skype interviews will be invited to an oral board interview (weighted 100%). Department interviews will be conducted for a select number of finalists. Depending on the number of applicants, this process may be altered.

The Fine Print

*The City currently has multiple Planner vacancies (both regular and limited-period). Limited-period positions are currently approved through June 30, 2018 with potential for renewal on a year to year basis with Council approval.

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

CITY OF MOUNTAIN VIEW
Assistant/Associate/Senior Planner (Regular and Limited-Term)
Supplemental Questionnaire

Please answer the following questions and submit with your application. Please limit your responses to one page per question or less.

1. Briefly describe your experience performing professional current planning work. List the job position(s) and the number of months/years serving in that capacity.
2. Briefly describe your experience performing professional advance planning work. List the job position(s) and the number of months/years serving in that capacity.
3. Which of the following positions would you like to be considered for?
 - ☐ Assistant/ Associate Planner (Regular)
 - ☐ Assistant/ Associate Planner (Limited-Term)
 - ☐ Senior Planner (Regular)
 - ☐ Senior Planner (Limited-Term)