



CITY OF MOUNTAIN VIEW

Valued Employees Enhancing Our Community

We invite applications for the position of:
SENIOR PLANNER
(AFFORDABLE HOUSING PROGRAMS)
\$98,090 to \$122,613 Annually
(plus a comprehensive benefits package)

Why Consider The City of Mountain View?

It's simple. You'll be joining a team of talented professionals in a fast-paced, dynamic work environment dedicated to serving the Mountain View community. At the City of Mountain View, you will work alongside a team of dedicated, focused and highly motivated professionals, who contribute their talents and commitment in providing essential public services to our residents and businesses on a daily basis.

Here is an exciting opportunity for a highly qualified professional to join a great organization and make valuable contributions as a Senior Planner (Affordable Housing Programs) in the Housing and Neighborhood Services Division of the Community Development Department (CDD). We are looking for a highly motivated, reliable, and detail-orientated individual who thrives in a fast-paced work environment. As such, the ideal candidate must be open minded, flexible, and exhibit a high-level of emotional intelligence. This key position will administer the City's federal community development and housing grants (CDBG and HOME) and other housing funds, in addition to many other housing-related duties. You can review the detailed job description for Senior Planner on the City's website [here](#).

What You Bring

- Four years of progressively responsible experience in urban planning/design or economic development/redevelopment.
- Bachelor's degree from an accredited college or university in urban or regional planning, architecture, or a closely related field.

Bonus Points!

- Master's degree in real estate, public administration, public policy, urban planning, or a related field.
- Knowledge of current mortgage lending practices, conventional and public sector mortgage underwriting and foreclosure processes.
- Experience working with the non-profit sector on housing-related projects.

What You'll Do

- Administer the federal Community Development Block Grant (CDBG) and HOME funding programs including outreach for the Notice of Funding Availability (NOFA); prepare Annual Action Plan, Consolidated Plan Annual Performance and Evaluation Report, Five-Year Consolidated Plan, and fair housing plans; and maintain the Integrated Database Information System (IDIS).
- Monitor compliance and record-keeping for auditing and financial management purposes.
- Review complex affordable housing development proposals including subsidy layering review and analysis.
- Coordinate request for proposal process of federal entitlement grants funding, assist with the evaluation of proposals, prepare contract documents, and reviews requests for payment.
- Perform reporting and accounting functions, annual audits, ensuring compliance with housing program requirements; identify and resolve issues.
- Coordinate, assemble, and interpret a variety of financial/statistical information for inclusion in reports and presentations.
- Identify potential programs and opportunities for funding sources.
- Other duties and assignments may include: monitor City funding of major affordable housing developments; administer contracts for affordable housing, human services, and homeless programs; manage the Housing Division's loan portfolio; handle fiscal and compliance tasks related to grants; process loans and contracts; review loan applications for major affordable housing projects; prepare plans and reports related to federal grants; preparing various escrow and loan documents.

Who You Are

- You are innovative, able to work strategically, and have strong analytical skills.
- You establish and maintain effective working relationships and enjoy collaborating with others.
- You can interpret, apply and explain applicable Federal, State and local laws, codes, policies and procedures impacting housing and community development, as well as understand the principals of Federal Community Development Block Grant Program and HOME and Low-Income Tax Credits.
- You have knowledge of issues related to affordable housing and community development, such as policies, project development and finance, etc.
- You have general knowledge of accounting skills, with an understanding of internal controls and auditing procedures.
- You have exceptional communication skills, and are comfortable preparing effective reports and making presentations.
- You possess excellent judgement and decision making skills and can evaluate multiple alternatives to reach sound conclusions.
- You are passionate about housing and strive to improve the community for which you serve.

About Our Team

CDD is responsible for the review of development and building activity to ensure compliance with zoning and building codes, economic development goals, General Plan policies, the California Environmental Quality Act (CEQA), housing policies, and community values. The department assists the community in establishing land use and neighborhood plans and ensures the quality of new projects through the design and development review process. The department staffs the Environmental Planning Commission (EPC), the Design Review Committee, the Council Neighborhoods Committee, the Downtown Committee, and the Visual Arts Committee in addition to establishing and maintaining communications with citizens, developers, businesses, other governmental agencies and City departments. The department also provides technical and policy support to the City Manager and other departments.

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.
- Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution.
- Employee appreciation days and activities.
- Management Development Funds - \$1,000.00 annually.
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program.

Are You Ready? Apply.

Submit your application, supplemental questions and resume 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.

Deadline

Application materials will be screened on a continuous basis with a first application review date of **Wednesday, November 14, 2018**. Qualified candidates are encouraged to apply early.

Interview Process

The most appropriately qualified candidates will be invited to an oral board interview and select candidates who pass the oral board interview may be invited to interview with the Community Development Department staff for a more in-depth discussion regarding the position. Depending on the number of applicants this process may be altered. Qualified candidates are encouraged to apply early!

The Fine Print

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification, reference check, a criminal history questionnaire 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 from the recruitment process.

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
SENIOR PLANNER
SUPPLEMENTAL QUESTIONNAIRE**

Please answer the following questions and submit with the application. Please no more than one page for each question.

- 1) Please describe how your background and experience makes you a strong candidate for this position. Please highlight any relevant experience related to grant making and/or grant administration, especially as it relates to housing or community development.

- 2) Please describe your experience working with the non-profit sector. If you have no experience, please indicate "n/a".