



# City of Milpitas

We invite applications for the position of:

## Junior/Assistant Planner (Assigned to Housing)

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**Annual Salary Range:** Junior Planner - \$76,692.98 - \$93,220.92  
Assistant Planner - \$89,345.36 - \$108,584.84

**Post Date:** November 13, 2018

**Close Date:** **November 30, 2018, by 5:00 PM**

### Why Milpitas?

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. As a full-service city of 389 full-time employees with water utility, sewer utility, police and fire services, Milpitas serves a diverse population of nearly 80,000. The city has an annual \$191 million operating budget and a \$315 million capital improvements budget.

Milpitas is the eighth-fastest growing city in the United States according to the US Census, and the second-fastest in California. It has the third highest job growth among the 515 qualifying cities rated by Wallet Hub. The homeownership rate is close to 70%, and the Milpitas housing market remains relatively affordable in Santa Clara County. Milpitas is often called the "Crossroads of Silicon Valley" with most of its 14 square miles situated between two major freeways (I-880 and I-680), Route 237, and a County expressway. In June 2018, Livability Magazine ranked Milpitas fifth by out of more than 2,000 American cities for "[Best Cities for STEM Workers](#)."

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

### The Opportunity

The City of Milpitas wants a highly motivated, responsible individual for the position of Junior/Assistant Planner assigned to the Housing Division. The Assistant Planner will assist in the implementation of the City's Housing Program and associated housing projects and programs. Incumbents work independently under general supervision.

### What You Will Do

*Duties may include, but are not limited to the following:*

- Oversee the administration of the City Community Development Block Grant (CDBG) Program including research and statistical analysis, preparation of the Annual Action Plan, Consolidated Annual Performance Evaluation Report (CAPER) and 5-Year Consolidated Plan, annual monitoring of grantees, review and prepare HUD quarterly reports, advertisement of public hearing notices and yearly site monitoring visits of grantees.
- Assist in the development of the City's Housing Element



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- Conduct research, data management, analysis and reporting in support of other housing activities. Typical areas addressed include population characteristics, housing development patterns and maintenance of housing GIS data systems.
  - Research and secure new sources of State, Federal and local funding and grants to affordable housing and nonprofit agencies.
  - Assist in the management of City's 1,200 affordable housing units including, resale restriction agreements, regulatory agreements, subordination agreements, meeting with property owners and rental tenants, neighborhood associations, property managers and providing information on fair rental housing, mediation and shared housing programs.
  - Prepare written and oral reports regarding housing and neighborhood projects and programs.
  - Provide information and direction to housing professionals, developers and general public concerning City Housing Program and status of housing development projects.
  - Establish and maintain liaison with various neighborhood associations, property owners, developers and general public to promote and facilitate the planning and execution of housing and neighborhood activities and projects.
  - Assist with agenda, minutes, reports, presentations and follow-up assignments with City Council, Planning Commission, and other Commissions and Committees.
  - Assist in preparation and monitoring of Housing budget and housing program activities.
  - Perform record keeping activities including maintenance of computerized database system.

### Experience and Education

A Bachelor's degree from an accredited college or university with major course work in urban planning or closely related field.

**Junior Planner:** No experience required.

**Assistant Planner:** Two years of increasing responsibility in areas of planning and/or housing administration. Experience in a California public agency, with a housing-related firm, or related non-profit public administration is highly desirable.

### License and Other Requirements

Possession of or ability to obtain and maintain, an appropriate, valid California Driver's License.

### Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.



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### To Apply

Submit application, resume and copies of required certificates online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

### Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the Professional and Technical bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/Milpitas-Professional-and-Technical-Group.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.