



CITY OF MOUNTAIN VIEW

Valued Employees Enhancing Our Community

We invite applications for the position of:
DEPUTY ZONING ADMINISTRATOR
\$105,643 to \$132,054 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 enthusiastic, 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 Deputy Zoning Administrator (DZA) in the Planning Division of the Community Development Department (CDD). The Planning Division is a tight-knit team who focuses on producing results in innovative planning projects, both current and advanced. We are looking for a highly **motivated, reliable, collaborative and detail-orientated** individual who thrives in a fast-pace work environment. As such, the ideal candidate must be open minded, flexible, and exhibit a high-level of emotional intelligence. This position will be involved in assisting the Planning Manager/Zoning Administrator, supervising Planners, and reviewing private and public development projects. Responsibilities may include either advanced or current planning projects and requires considerable technical knowledge and independent judgment. You can review the detailed job description for Deputy Zoning Administrator on the City's website [here](#).

What You Bring

- Four years of professional planning experience with emphasis in design, and
- Bachelor's degree from an accredited college or university in urban planning.
- Master's degree in urban planning or architecture may be substituted for one year of the required experience.

Bonus Points!

- Master's degree in urban planning, architecture, or closely related field.
- Member of the American Institute of Certified Planners (AICP).

What You'll Do

- Responsible for research, review and collaboration (with staff, the public, various Boards, committees and citizen groups) to review, develop and/or implement planning/zoning initiatives and applications.
- In the absence of the Planning Manager/Zoning Administrator, the Deputy may review and make decisions on development proposals and act as the hearing officer for the Administrative Zoning Hearing.
- In the absence of the other Deputy Zoning Administrator, may chair the Development Review Committee (DRC).
- Supervise and provide mentorship to other planners.
- Manage highly complex development projects requiring interdepartmental coordination.
- Coordinate and assist professional staff in setting goals, schedules, analyzing data, and making project recommendations while ensuring compliance with the City's design goals and regulations.
- Prepare staff reports and present to City Council and Commissions on projects, plans, and ordinances.

Who You Are

- **Innovative**, able to work **strategically**, have **strong analytical skills**, and can evaluate multiple alternatives to reach **sound conclusions**.
- A **collaborator** and **consensus builder** among various stakeholders addressing complex problems and issues to finding **creative** solutions.
- An **exceptional communicator** with **superior interpersonal skills** who is an experienced speaker and presenter at Council/Commission/Community meetings/other venues.
- **Self-motivated, accountable**, and adept at juggling multiple priorities and projects in order to meet deadlines.
- **Effective and engaging supervisor, team-oriented**, and able to thrive in a fast-paced work environment.
- You believe in the Organizational Values to *provide exceptional service, act with integrity and treat others with respect* and will **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 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

The recruitment will be continuous with the first application screening **on Friday, January 11, 2019**. Qualified candidates are encouraged to apply early.

Interview Process

The most appropriately qualified candidates will be invited to an oral board interview **tentatively scheduled for Friday, February 1, 2019**. 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 pre-employment 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
DEPUTY ZONING ADMINISTRATOR
SUPPLEMENTAL QUESTIONNAIRE**

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

1. Please describe your experience supervising professional staff and include the number of persons managed, their levels, and length of time you were a manager. Additionally, describe your most challenging supervisory experience.
2. Provide examples of two major planning projects that you either directly worked on or managed within the last five years, and what were the outcomes.
3. Describe your experience and/or training, if any, of working as a hearing officer, such as a zoning administrator.