



We invite applications for the position of:
ASSISTANT/ASSOCIATE PLANNER (HOUSING)

Assistant Planner - \$85,533 to \$100,627 Annually*

Associate Planner - \$94,419 to \$111,081 Annually*

Plus a comprehensive benefits package

Why Consider The City of Mountain View?

It's simple. We are a **passionate team of professionals committed** to providing **excellent service** to the **community** we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way of life for those who seek a mission-oriented culture.

About This Role

We are seeking a highly motivated, highly skilled, innovative, enthusiastic, and collaborative individual to join the Housing and Neighborhoods Services Division under the Community Development Department in Affordable Housing. Classified as an Assistant/ Associate Planner, this full-time Housing Planner will help shape and implement affordable housing programs and housing policies for the City of Mountain View. The detailed job description is available on the City's website [here](#).

What You Bring

Assistant Planner

- One year of professional planning, housing or closely related experience.
- Bachelor's degree from an accredited college or university with major course work in housing, urban planning, or a closely related field.
- Possession of a valid Class C Driver's License.
- 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, housing or closely related experience similar to that Assistant Planner in the City of Mountain View.
- Bachelor's degree from an accredited college or university with major course work in housing, urban planning, or a closely related field.
- Master's degree is highly desirable.
- Possession of a valid Class C Driver's License.

Bonus Points

- Effective public outreach and communication skills, including experience with social media and/or development of communications plan(s)
- Experience in residential lending and financial services

Who You Are

- A clear, strategic thinker who possesses strong implementation, project management, and tactical skills.
- An innovator who is able to identify opportunities, connect-the-dots through big picture thinking, and identify existing or potential problems to proactively collaborate on solutions.
- A professional who is knowledgeable about housing policy and a thought leader in housing, land use, and creating vibrant equitable places.
- Exceptional communicator with excellent interpersonal and speaking skills.
- A consensus builder who can work collaboratively with various stakeholders, often with differing perspectives, in order to address complex housing issues, develop effective programs, and facilitate program implementation.
- Adept at quickly learning new tasks and managing multiple priorities/projects in order to meet targeted deadlines.
- Superior research and analytical skills with the ability to prepare well written and accurate reports using Microsoft Office Suite and other software.
- A team player who contributes to the development and implementation of the Division's priorities, is collaborative and easy to work with, and is highly dependable.
- A self-motivated continuous learner who works with a sense of purpose.

What You'll Do

- Implement the City's Below Market Rate housing program and collaborate with the Planning Division to review development proposals for conformance with the program.

- Educate the public, applicants and citizen groups on available housing programs; maintains working relationships with realtors, title companies, and housing developers to ensure understanding of BMR program policies and procedures.
- Track and analyze regional, State, and federal housing legislation, initiatives, policies, and programs.
- Support the City's federal grants programs for housing and community development, including the Community Development Block Grant (CDBG) and HOME Investment Partnership programs.
- Research, analyze and interpret social, economic, population and land use data and trends.
- Research, analyze and make recommendations on special studies or policy matters, assist with technical data, prepare technical and complex reports.
- Research and draft housing policies, as appropriate, in order to implement the City's housing priorities.
- Make presentations to the City Council, Environmental Planning Commission, Council Neighborhoods Committee, developers, community groups and outside agencies.
- Prepare staff reports and visually effective presentations.
- Assist in the development of a communications strategy, including social media, as well as supporting the development of program materials/collateral.
- Attend evening meetings, as needed.

What We Offer

- *Benefits:* Comprehensive benefits package including generous paid leave and group health coverage
- *Retirement:* 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
- *Wellness:* Wellness minded culture including access to an onsite employee gym and incentive pay for participating in the City's wellness program; up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; discounts for carpools and ride-shares; a bicycle commute incentive; and, following an initial training period for new employees and department head approval, the ability to work a 9/80 schedule or work remotely one day per week
- *Employee Appreciation:* Employee appreciation days and activities
- *Educational Incentives:* 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 or approved leadership programs
- *Career Development and Technology Stipend:* Professional Development Funds - \$800.00 annually

About the Housing and Neighborhood Services Division

The Housing and Neighborhood Services Division (Division) is part of the Community Development Department (CDD) and is responsible for the administration of the City's affordable housing programs and implementation of its affordable housing policies. The Division manages the City's Below-Market-Rate (BMR) program which requires residential developers to set aside a percentage of units as affordable in a new residential development. In addition, the Division provides financing to affordable housing developers to develop affordable housing in the City. Other functions include administering the federal Community Development Block Grant and HOME programs, tracking and analyzing federal and state housing legislation, implementation of the Community Stabilization and Fair Rent Act (CSFRA), compliance with the Tenant Relocation Assistance Ordinance (TRAO) and staff support for the Council Neighborhoods Committee.

Are You Ready? Apply.

Submit your application 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. Application materials will be screened on a continuous basis with a **first application review date of Friday, May 24, 2019**. This recruitment is subject to close at any time. The most appropriately qualified candidates will be invited to an oral board interview (weighted 100%) and written exercise. Depending on the number of applicants, this process may be altered. Qualified candidates are encouraged to apply early!

Fine Print.

*Incentive pay beyond the posted salary range may be awarded by the City Manager for meritorious performance.

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).

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.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

CITY OF MOUNTAIN VIEW
ASSISTANT/ASSOCIATE PLANNER (HOUSING)
Supplemental Questionnaire

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

- 1) Please describe a relevant housing or planning-related project that required you to evaluate the key issues, to assess the policy/program alternatives and make a recommendation, and to complete and/or implement the project. Please indicate your specific role, the initiative(s) you took, and the outcome(s) of the project.
- 2) Describe your professional communication skills, to include at least two (2) of the following:
 - a) Written public outreach (e.g., reports, memorandum, etc.),
 - b) Graphic design/visual communication (e.g., slide deck presentations, reports, marketing/collateral, videography/photography, etc.
 - c) Usage of social media,
 - d) Development of communication plans, and/or
 - e) Public speaking.