



# City of Mountain View

Now accepting applications for:

## ASSISTANT PROJECT MANAGER

\$60.28 to \$90.42 Hourly

## PROJECT MANAGER

\$66.55 to \$99.83 Hourly

### Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

### APPLY NOW!

Submit your application and resume online at [calopps.org](http://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. **Qualified applicants are encouraged to apply early as this recruitment may close at any time.** Depending on the number of applicants this process may be altered.

### CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

### What's the Role?

We're looking for a highly motivated, passionate, and detail-oriented professional to take on the role of Assistant Project Manager / Project Manager in the Public Services Division of the Public Works Department. You will join a fast-paced, dynamic team environment, providing project management and technical support for the City's watershed projects and sea level rise capital improvement program. Selected individuals must be able to work remotely or on-site at the City of Mountain View Municipal Operations Center, with flexible scheduling. This is a part-time position, up to 29 hours per week, with a maximum annual compensation of \$60,000. This position does not include benefits.

### The Essentials

#### Assistant Project Manager

- One year of technical/professional work experience with municipal construction projects and/or project management experience.
- Equivalent to a bachelor's degree from an accredited college or university with a degree in public administration, construction management, engineering, park management or a related field.
- Possession of or the ability to obtain a California driver's license.

#### Project Manager

- Two years of increasingly responsible technical and professional work experience with complex municipal planning, design, and construction projects, including one year of performing increasingly responsible project management functions.
- Equivalent to a bachelor's degree from an accredited college or university with a degree in planning, public or business administration, real estate development, engineering, or a closely related field.
- Possession of a valid Class C California Driver License.

### What You'll Do

- Prepare written reports and presentations.
- Manage and coordinate environmental regulatory permit applications.
- Manage technical tasks to be performed in-house or by consultant.
- Project budget and schedule tracking.
- Potential technical tasks (Depending on selected individuals qualification):
  - Geospatial analysis and mapping
  - Geomorphic assessment and hydraulic modeling
  - CEQA and environmental regulatory permit application
  - Wetland and habitat delineation
  - Watershed planning and policy development
  - Public outreach
  - Grant application

### Are We a Match?

- Passionate about improving and restoring the City's watersheds.
- Technical background in areas such as biology, ecology, geomorphology, hydrology, environmental planning, permitting and/or GIS.
- Strong interpersonal skills and the ability to work collaboratively with staff, stakeholders, and community members.
- Excellent oral and written communication skills.
- Strong skills in quantitative and qualitative analysis.
- Exceptional project management experience and organizational abilities.
- Bonus: Experience working with Bay Area environmental regulatory agencies.

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<https://www.linkedin.com/company/city-of-mountain-view/>

Fine Print. Depending on the number of applications, the above process may be altered. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department 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 pre-employment 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.