



CITY OF SUNNYVALE
Department of Human Resources
505 West Olive Ave., Suite 200
Sunnyvale, CA 94086

<https://www.sunnyvale.ca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Senior Planner**

An Equal Opportunity Employer

SALARY

\$49.05 - \$62.61 Hourly

OPEN DATE: 10/01/19

CLOSE DATE: 10/29/19

THE POSITION

**Senior Planner
Regular Full-Time Employment Opportunity**

The City of Sunnyvale offers

- Comprehensive medical, dental, and vision benefits
- Classic CalPERS members have 4% of the employee contributions paid by the City, leaving only 3% for the employee to contribute
- Retiree medical benefits available

The City of Sunnyvale is seeking a Senior Planner. Under the general direction of the Assistant Director of Community Development or Planning Officer, performs, plans, directs and supervises professional planning activities of the Planning Division within the Community Development Department; including a variety of complex technical planning activities relative to an assigned area of responsibility; and performs related work as required.

The Senior Planner classification is the advanced journey-level in the Planner series. Incumbents assigned to this classification are responsible for more complex projects and planning project management. This position differs from the lower-level classification of Associate Planner in that the lower class performs more routine planner duties.

DISTINGUISHING CHARACTERISTICS

The Senior Planner classification is the advanced journey-level in the Planner series. Incumbents assigned to this classification are responsible for more complex projects and planning project management. This position differs from the lower-level classification of Associate Planner in that the lower class performs more routine planner duties.

ESSENTIAL JOB FUNCTIONS

(May include, but are not limited to, the following):

- Processes planning applications; reviews and analyzes land use impacts and compliance with local and State regulations and City policies.
- Conducts research and compiles, analyzes and evaluates information related to planning studies, such as demographic, economic, social, environmental, land use and housing data.
- Prepares a variety of technical and administrative reports, documents and correspondence; prepares environmental documents; makes presentations to the Planning Commission, City Council and at public hearings and community meetings.

- Prepares and maintains maps pertaining to zoning, land use and other planning related activities.
- Conducts studies and prepares and presents corresponding reports.
- Evaluates and reviews development plans for compliance; prepares reports, Initial Studies, ordinances, and researches and communicates with applicants, consultants, staff and members of the public.
- Reviews environmental documents and mitigation monitoring programs.
- Prepares standard forms and checklists Initial Studies and Negative Declarations
- Inspects residential, commercial and industrial properties to gather data and assess the possible need for project or plan modifications.
- Researches, conducts and/or analyzes policy and long range planning projects.
- Researches planning issues related to economic development, land use, zoning and environmental concerns.
- Researches and writes special studies including General Plan review and policy study issues.
- Coordinates project reviews with other city departments and outside agencies.
- Receives and responds to inquiries and questions at the front counter, via email and telephone; provides information regarding planning, zoning and the development process to developers, property owners, design professionals, other agencies and City departments.
- Assists in the identification and preparation of grant applications for planning and development projects.
- Represents the Community Development Department at meetings and conferences as assigned.
- Plans, prioritizes and reviews the work of staff assigned to the performance of professional planning activities.
- Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participates in evaluating the activities of staff, recommending improvements and modifications.
- Provides and coordinates staff training; works with employees to correct deficiencies.
- Coordinates with the City Attorney's Office for legal advice.
- Maintains current knowledge of case law and applicable federal, state, and local laws and regulations

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, books and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS

Experience and Education:

The minimum qualifications for education and experience can be met in the following ways:

(1) a Bachelor's degree from an accredited college or university in urban planning, architecture or a related field; **AND**
Five years of city planning experience

OR

(2) a Master's degree from an accredited college or university with major coursework in urban planning, architecture or a related field; **AND**

Four years of city planning experience;

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- Principles, objectives, practices and procedures of city and regional planning, urban design and zoning.
- Research and statistical practices as they relate to land use, transportation, zoning and master plan studies.
- Techniques used in the development and maintenance of comprehensive plans, general plans and specific plans.
- Pertinent local, State and Federal laws, ordinances and rules.
- California Environmental Quality Act (CEQA)
- Elements of project review, including architectural and site planning considerations.
- Methods of citizen participation in planning.
- Advanced research methods and techniques.
- Environmental regulations and issues related to the planning process.
- The relationship of land use planning to transportation, housing and other aspects of community development.
- Office methods, procedures, software and equipment.

Ability to:

- Provide technical and functional supervision over assigned staff; effectively train staff.
- Perform the most complex duties related to the performance of professional planning activities.
- Read and understand maps, architectural drawings and plans, and reports.
- Analyze and compile information and determine appropriate course of action.
- Gather and analyze data on land use, population, urban growth patterns, economic and social trends, industrial development and other demographic data used in land use planning for the purpose of preparing and presenting accurate and concise written reports and making presentations at public forums.
- Interpret economic, sociological and statistical data and draw logical conclusions.
- Interpret, apply and explain planning, zoning and City policies, rules, laws and regulations.
- Conduct complex analytical studies involving the collection, compilation and analysis of technical, statistical and economic data, evaluation of alternatives, and development and presentation of sound recommendations.
- Operate a computer using word processing and business software and other office equipment.
- Understand and follow written and oral instructions.
- Communicate effectively, orally and in writing.
- Write staff reports and similar correspondence.
- Establish and maintain and promote positive and effective working relationships with employees, other agencies, public officials and the public.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.

Willingness to:

Attend weekend and evening meetings.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternative transportation as approved by the appointing authority and a safe driving record.

DESIRABLE QUALIFICATIONS

- Demonstrated experience developing and delivering public presentations.
- Lead or supervisory experience.
- Certification from the American Institute of Certified Planners

APPLICATION AND SELECTION PROCESS

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources no later than **5:00 p.m. on Tuesday, October 29, 2019** (postmarks or faxes are not accepted).

Candidates are asked to fully describe any training, education, experience or skills relevant to this position. Electronic applications may be submitted online-line through the City's employment page at Sunnyvale.ca.gov, and click on City Jobs or application materials may be submitted to Department of Human Resources, 505 West Olive Avenue, Suite 200, Sunnyvale, CA 94086. Late or incomplete applications will not be accepted.

EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the examination process, which may consist of an oral examination, tentatively scheduled for Monday, **November 11, 2019**. (The examination process may be changed as deemed necessary by the Director of Human Resources.)

SELECTION PROCESS

Those candidates who receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. Top candidates on the eligibility list will be invited to participate in a selection interview with the department on **Tuesday, November 19, 2019**. Any candidate selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts).

ADDITIONAL INFORMATION

Positions in this job classification are represented by the Sunnyvale Employees Association (SEA).

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special

accommodations for testing should submit a request to the Department of Human Resources at time of application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://www.sunnyvale.ca.gov>

OR

505 West Olive Ave., Suite 200,
Sunnyvale, CA 94086

EXAM #19-00215

SENIOR PLANNER

MB

Senior Planner Supplemental Questionnaire

* 1. Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the job application form.**

Resumes may be attached, but they will not be accepted in lieu of completing the job experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

***Responses to the supplemental questions that indicate "see resume" are considered incomplete.** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

Yes

No

- * 2. Do you have either a Bachelor's degree from an accredited college or university in urban planning, architecture or a related field; AND Five years of city planning experience OR a Master's degree from an accredited college or university with major coursework in urban planning, architecture or a related field; AND Four years of city planning experience?

I have a Bachelor's degree from an accredited college or university in urban planning, architecture or a related field; AND Five years of city planning experience.

I have a Master's degree from an accredited college or university with major coursework in urban planning, architecture or a related field; AND Four years of city planning experience.

I do not have the education and experience listed above.

- * 3. If you answered "yes" to the question above, list the accredited college or university, degree, and field of study. Also please describe your experience below demonstrating how you meet the qualifications for the position. If you do not have the education or experience listed in the previous question, enter "N/A" in the box below.

- * 4. The following question will be evaluated based on the technical information in the response and the quality of writing. Your response should be between 300-500 words. Please describe a significant planning project you have worked on during your career. Please include the following information: the scope of the project, your role and responsibility in completing the project, and the outcome of this project. If you do not have this experience, please enter "N/A" below.

- * 5. The following question will be evaluated based on the technical information in the response and the quality of writing. Your response should be between 300-500 words. Briefly describe your project management experience, including working with other departments/divisions, outside agencies/community groups, and consultants. If you do not have this experience, please enter "N/A" below.

- * 6. The following question will be evaluated based on the technical information in the response and the quality of the writing. Your response should be between 300-500 words. Briefly describe your experience implementing the California Environmental Quality Act (CEQA). If you do not have this experience, please enter "N/A" below.

* Required Question