

# PLANNING MANAGER



City of  
**Mountain  
View**



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## THE COMMUNITY

Nestled between the Santa Cruz Mountains and San Francisco Bay, Mountain View is a diverse community with an estimated population of 83,601. Mountain View spans just over 12 square miles, encompassing more than 1,000 acres of parks and open space, including the 750-acre wildlife and recreation area known as Shoreline at Mountain View. In the heart of Silicon Valley, Mountain View is home to an attractive downtown area and the headquarters of many nationally and internationally recognized corporations, including Google, Microsoft, LinkedIn, Intuit, Wymo, and other major technology companies, as well as a thriving small business sector. Mountain View has also quickly become a hub for autonomous vehicle and drone delivery ventures. While leading the region in innovation and ideas, Mountain View remains committed to the values of strong neighborhoods and community involvement.

The City of Mountain View prides itself on providing exceptional public services and facilities that meet the needs of a caring and diverse community in a financially responsible manner. In the heart of the City, Mountain View's vibrant and pedestrian-friendly downtown offers a wide range of attractions, including numerous restaurants and retail stores, cultural events, concerts, and a weekly farmers' market. The City has transformed three blocks of downtown into a Pedestrian Mall, creating a great experience for visitors. The Civic Center, built around Pioneer Park, features one of the finest performing arts facilities in Northern California and a 60,000-square-foot, state-of-the-art Library.

Mountain View's 46 City parks and extensive trail system provide an array of opportunities for recreation and active living. Shoreline at Mountain View is a regional park with stunning views along San Francisco Bay, featuring an 18-hole golf course, sailing lake, restaurant, and 9.7 miles of trail. Shoreline Amphitheatre boasts an exciting concert season, bringing top-name performing artists to Mountain View.

The City has an impressive safety record and is regarded as one of the safest

and best places to live and work in the Bay Area. The community is served by excellent public and private schools and is in close proximity to some of the nation's best universities, including Stanford, Santa Clara University, UC Berkeley, UC Santa Cruz, San Jose State, and Carnegie Mellon University.

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## CITY GOVERNMENT

The City of Mountain View is a forward-thinking, full-service city operating under the Council/Manager form of government. The seven Councilmembers are elected at large for four-year terms that are staggered, with elections held in even-numbered years. The Mayor and Vice Mayor rotate annually among the Councilmembers. Mountain View City Council has a well-earned reputation for demonstrating good governance, embracing innovation, taking the lead on challenging regional and state policy issues, working together with civility, and treating members of the community and City staff with respect and appreciation.

The Council has adopted a Strategic Plan to guide the City through the next two fiscal years, focusing on seven priorities: Community for All, Intentional Development and Housing Options, Mobility and Connectivity, Sustainability and Climate Resiliency, Livability and Quality of Life, Economic Vitality, and Organizational Strength and Good Governance.

The City Council appoints the City Manager, who implements the strategic direction and manages the day-to-day operations of the City government. The City Council appointed Kimbra McCarthy as City Manager in March 2020. Under her leadership, the City organization has undergone a positive transformation, with a specific focus on enhancing its excellent organizational culture, fostering effective governance, and embracing a continuous improvement mindset. City Manager McCarthy has increased the organization's staffing levels and empowered employees to take bold and strategic steps to evolve the organization and implement unprecedented new programs to serve the Mountain View community.

Mountain View's sound fiscal practices, strong budget discipline, and diversified revenues, have allowed the City to

maintain its AAA credit rating and helped it to remain resilient in the face of economic uncertainty. In fiscal year 2025-26, the City's expenditure budget is \$648.9 million, with over 712 employees citywide. The City is very intentional regarding maintaining a robust and vibrant organizational culture. This demanding yet rewarding environment is suitable for professionals who are at, or striving to be, at the top of their game, as this mid-size city performs more like a larger metropolitan municipality

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## COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is organized across the following three divisions: Planning, Building, and Economic Development, and is supported by 53.5 FTE with a FY 2025-26 budget of \$18.3 million.

The Department reflects the City's unique and innovative approach with a supportive, team-oriented culture. Team members are encouraged to innovate and try new things, building on the Department's history of creativity and collaboration. Employees learn and grow by working on interesting and innovative assignments and being part of an engaged, high-performing team. Christian Murdock was appointed Community Development Director in June 2024 and, over the past year, has focused attention on fostering a collaborative team environment and strategically organizing resources to support an ambitious work program aligned with the community's priorities.

### Planning Division

The City of Mountain View is known for its innovative approaches to planning, with an emphasis on smart growth, sustainability, and complete community principles. Responsibilities of the division include preparing the City's long-range documents including the General Plan, Precise Plans and zoning regulations; implementing the City's regulations by reviewing current planning projects with a multi-departmental team; and preparing environmental reviews. The Planning Division is also the liaison to the Environmental Planning Commission and the Administrative Zoning/Subdivision Committee. The Assistant Director for

Planning acts as the Zoning Administrator and oversees the Planning Division, which consists of a team of 20 full-time staff and a budget of approximately \$6.1 million.

This position is one of two Planning Managers, reporting to the Assistant Community Development Director, primarily focused on leading the development review process with shared supervision of 13 planning professionals. It will serve as the primary coordinator for current planning projects, including navigating permits, coordinating reviews among multiple departments, streamlining development review services, implementing technology, and providing training and mentorship to staff to excel in their roles and deliver excellent customer service. Importantly, this position will embrace a culture of continuous improvement and demonstrate the ability to think creatively and be solutions-oriented. The second Planning Manager focuses on advanced planning and is responsible for preparing and implementing the City's long-range plans and policies, such as the City's General Plan, Housing Element, and Precise Plans.

Some projects the Division is currently reviewing include three Builder's Remedy housing development projects (totaling 2,585 units), housing development projects in the El Camino Real, East Whisman and Downtown Precise Plan areas, multiple affordable housing projects utilizing Senate Bill 35, the creation of Objective Design Standards for multi-family housing development, and several development projects requesting General Plan or Zoning land use designation amendments.



## THE IDEAL CANDIDATE

The ideal candidate will be a collaborative and well-regarded urban planning professional who embraces innovative strategies and thrives in a fast-paced environment. The successful candidate will be a resourceful and flexible individual who can navigate a setting involving numerous internal and external stakeholders with diverse perspectives, interests, and goals. They will be an experienced manager of people capable of inspiring and motivating staff and colleagues around a shared vision. With exceptional interpersonal and communication skills and the ability to apply best practices, this leader will be able to optimize the use of technology to streamline processes, provide excellent customer service, and foster organizational collaboration.

Outstanding interpersonal, communication, and presentation skills are essential for success in this role. The Planning Manager will have a reputation for building productive and positive relationships with staff and colleagues across working groups. They will be relied upon to interact effectively with other divisions and departments, working to understand key stakeholders' interests and strengthen internal and external partnerships. The successful candidate will possess sophisticated political acumen, unwavering integrity, and the ability to engage confidently with a diverse range of audiences. Exceptional written communication skills will also be critical to success in this role, with the ability to craft and edit clear, professional reports, council letters, and other forms of communication. This adaptable professional will enjoy and value community engagement, striving to build a shared vision among diverse stakeholders.

The successful candidate will be a skilled people manager capable of generating and maintaining enthusiasm around ambitious work plans. They will foster a positive team environment that attracts and retains talented employees. As an empowering leader, they will serve as an encouraging and supportive role model, promoting continuous growth and holding staff accountable for results. Inclusive and collaborative by nature, the Planning Manager will play a key role in creating and maintaining a high-performing, engaging, and rewarding workplace culture. Their innovative ideas and flexible approach will appeal to individuals at various stages of their careers.

With advanced technical expertise and extensive experience working on complex planning projects, the selected candidate will be committed to ensuring top-quality staff work and sensitive to how information is communicated to diverse audiences. As a creative problem solver and strategic thinker, they will be able to navigate vagueness in adopted laws and expedite decision-making to keep projects moving forward and ensure critical deadlines are met. Experience working on complex land use projects in a comparable environment will ensure a smooth transition into this role. Exceptional project management skills are also essential for effectively prioritizing a large and complex workload. The ability to monitor a wide range of policy goals and shifting priorities, while tracking project details, will contribute to this professional's success.

This position requires five years of professional urban planning experience with at least one year of experience performing duties comparable to a Principal Planner or Deputy Zoning Administrator and a Bachelor's degree in urban planning, architecture, or a related field. A Master's degree in urban planning may be substituted for one year of planning experience.





## COMPENSATION & BENEFITS

Effective July 1, 2025, the standard salary range for this position is \$156,615 to \$234,922, with a control point (midpoint) of \$195,769. Appointment beyond the control point may be considered depending on qualifications and experience. Salary growth after appointment is in accordance with a pay-for-performance plan, and increases may be awarded annually for meritorious performance.

**Flexible/Hybrid Work Schedule:** Flexibility will be offered for telecommuting or alternate work schedules after the successful candidate is established in the position, while recognizing the importance of visibility and relationship building for this role within the City organization and development community.

**Retirement:** 2.7% at 55 years of age for CalPERS classic members and 2% at 62 for CalPERS new members; employee contribution to CalPERS is 11.5% for classic members and 10.5% for new members for fiscal year 2025-26; with no Social Security deduction.

**Vacation Leave:** Up to 23 days depending on years of service with Mountain View. Annual vacation cash-out program available.

**Sick Leave:** Accrues 12 days per year. An additional 8 hours of vacation leave is granted for each quarter when sick leave is not used.

**Management Leave:** Accrual up to 10 days per fiscal year (80 hours); payout at the end of fiscal year if not used.

**Deferred Compensation:** A deferred compensation plan is available for voluntary employee contributions with a one-time contribution of \$2,500 for employees on January 1, 2026, and January 1, 2027.

**Health Insurance:** The City offers a choice of four medical plans (two HMO plans, one HDHP/HSA and one PPO) through Health Net and Kaiser. The City pays the full premium for vision coverage and full dental premiums for the employee, plus a significant portion of dependent coverage.

Short and long-term disability, life, and accidental death and dismemberment insurances are provided and paid for by the City.

**Wellness:** Wellness-minded culture includes access to an on-site employee gym and incentive pay for participating in the City's wellness program.

**Paid Parental Leave:** Up to 8 weeks' paid leave for the birth, adoption, or fostering of a child.

**Commute Incentives:** Up to \$150/month City contribution for mass transit expenses, with \$10/month minimum employee contribution, and a bicycle commute incentive.

**Tuition Reimbursement:** Up to \$2,000 in tuition reimbursement for education advancement annually with a one-time opportunity for up to \$20,000 for the completion of a job-related bachelor's or master's degree or approved leadership program.

**Retiree Health Plan:** Employees can participate in a defined benefit or a defined contribution retiree health plan.

**Housing:** Low-interest loan options are available to assist with purchasing a primary residence in, or within a 10-mile radius of, Mountain View.

**Relocation:** Relocation assistance may be provided.

**Other Benefits:** City offers an Employee Assistance Program (EAP), IRS Section 125 flexible benefits and pretax childcare.

## APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, August 17, 2025**. To be considered for this opportunity, upload a compelling cover letter, resume, and list of six professional references using the "Apply Now" feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com). This is a confidential process and will be handled accordingly throughout the various stages of the process.

**TB&CO.**

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Following the closing date, applicants with the most relevant qualifications will be granted preliminary interviews by the consultants. Candidates deemed the best qualified will be invited to participate in additional interviews and a meeting with the Community Development Director and the Assistant Community Development Director. The City anticipates making an appointment in a timely manner once negotiations, background checks, and reference checks are completed. Please note that references will not be contacted until mutual interest has been established.

