



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

Assistant Planner - \$79,080 to \$93,036 Annually
Associate Planner - \$87,295 to \$102,701 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 Our Team

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 as an Assistant/Associate Planner in Affordable Housing. This position will help shape and implement housing policies and affordable housing programs for the City of Mountain View. You can review the detailed job description for Assistant/Associate Planner 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

- Excellent graphic design and visual communication skills, and proficiency with relevant graphic design software (eg. Adobe Illustrator, Photoshop, InDesign, etc) and presentation software (eg. PowerPoint, Keynote, Prezi, etc).
- Effective public outreach and communication skills, including experience with social media and/or development of communications plan(s).

Who You Are

- A professional who is knowledgeable about housing policy and a thought leader in housing, land use, and creating vibrant equitable places.
- 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 clear, strategic thinker who possesses strong implementation, project management, and tactical skills.
- 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.
- Ability to attend evening meetings, as needed.

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.
- 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 (HOME) 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.

What We Offer

- Comprehensive benefits package including generous paid leave and health.
- 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.
- Employee appreciation days and activities.
- Professional Development Funds - \$300.00 annually.
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program.

About the Community Development Department

The Community Development Department (CDD) is responsible for the review of development and building activity to ensure compliance with zoning and building codes, the achievement of economic development goals, General Plan policies, the California Environmental Quality Act (CEQA), housing and neighborhood policies, affordable housing projects, 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 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.

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 Monday, April 10, 2017**. 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.

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.

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

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

- 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.