



City of Mountain View

Now accepting applications for:

JUNIOR PLANNER/ ASSISTANT PLANNER

JUNIOR PLANNER

\$94,804 - \$128,264 annually with a control point of \$111,534.

ASSISTANT PLANNER

\$104,629 - \$141,558 annually with a control point of \$123,094.

Pay beyond the control point may be awarded for exceptional experience and qualifications upon hire and/or for meritorious performance while serving.

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.

“Joining such a dynamic and innovative planning team has provided so many opportunities to learn and grow as a planner. I have already been able to work in many different areas of planning, building knowledge and skills in development review and taking on special long-range and process improvement work. The complex, often novel projects that we see means staff is regularly challenged to approach issues with a creative and open mind while working within adopted ordinances and procedures. I look forward to continuing to participate in the work we do to improve an already excellent community.”

—MADELYN FAUL, ASSISTANT PLANNER

What’s the Role?

We’re looking for two **highly motivated, enthusiastic self-starters** and **collaborative** professionals to take on the roles of Junior Planner or Assistant Planner in the Planning Division of the Community Development Department. These are the entry-level and second-level classifications in the Planner series, where candidates possess the applicable education and training background required of the class and may or may not have professional work experience. You will join a fast-paced, dynamic team environment, and work under direct supervision while learning primary job tasks, including assisting at the public counter with general inquiries and managing permit application intake, review and distribution. The Junior/Assistant Planner will also have exposure to work being done in the Planning Division on innovative current and advance planning projects. The Junior/Assistant Planner will receive immediate supervision by a higher-level professional planner. If you are looking to make a community-wide impact, have a strong customer service drive, and want to start an exciting career in City planning, this position is for you! Review our detailed job description [here](#).

The Essentials

Junior Planner

- Equivalent to a bachelor’s degree from an accredited college or university with major course work in urban planning, housing, architecture, transportation planning, sustainability, or a closely related field.
- No professional experience is necessary, but some experience is desirable.
- Valid California Class C driver’s license.

Assistant Planner:

- Equivalent to a bachelor’s degree from an accredited college or university with major course work in urban planning, housing, or a closely related field.
- One year of professional planning, housing, architecture, transportation planning, land use, or closely related experience is required. A master’s degree in a directly related field may be substituted for six months of the required experience.
- Valid California Class C driver’s license.

Bonus Points:

- Local government experience in California.
- Master’s degree and internship experience are highly desirable.
- Member of the American Institute of Certified Planners (AICP) or an AICP Candidate.

What You’ll Do

- Perform professional-level work in the field of current or advanced planning, zoning/land use, design and environmental review.
- Perform weekly shifts at the public counter, answering general inquiries in-person, by phone or email.
- Regularly confer with and advise architects, builders, attorneys, contractors, engineers and the general public regarding City development policies, procedures and standards.
- Manage electronic application intake, distribution and monitoring of planning applications and other permits reviewed by the division via the City’s software programs.
- Review development proposals for conformance with appropriate regulations and consistency with established policies; process permit applications; issue zoning clearances; and prepare reports and recommendations.
- Assist other planning staff on complex development (current) or advance planning projects, reporting and other duties as assigned.

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



City of Mountain View

CULTURAL IDEALS:

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

APPLY NOW!

Submit your application and resume online at calopps.org or to the Human Resources Department; 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 with a first application review date of **Thursday, July 11, 2024**. **Application received prior to this date will be prioritized. Qualified candidates are encouraged to apply early as this recruitment may close at any time.**

Who Are We?

- We are a collaborative team, who work hard to provide exceptional service to the community.
- We are a tight-knit team focused on creating and implementing innovative planning policies and projects to address community goals and needs.
- We are enthusiastic about planning and driven by each other's energy to find creative solutions.
- We are a great team who supports one another.

Are We a Match?

- You work well in a **fast-paced, team-oriented** environment.
- You are a **clear, strategic thinker** with project management skills.
- You are **passionate** about planning, striving to improve the Mountain View community and providing excellent customer service.
- You are **collaborative**, both with co-workers and with stakeholders.
- You are adept at **managing multiple priorities** in order to meet targeted deadlines.
- You are **reliable and flexible** in a fast-paced work environment.
- You are capable of mastering new technology in the department, and willing to assist others.
- You are interested in **public speaking and giving presentations**.
- You enjoy **analyzing and resolving** complex challenges.

The Perks!

- **Comprehensive Benefits:**
 - Generous paid leave and group health coverage (medical, dental, vision, EAP, Life & Disability Insurance)
 - CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members and 10.5% for new members to CalPERS with no Social Security deduction
 - Paid Parental Leave Program with up to 8 weeks paid leave.
 - Consideration for telecommuting up to two days a week or an alternate schedule, after completing an initial training period and with department head approval.
- **Support for Continuous Learning & Development:**
 - 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 work-related Bachelor's or Master's
 - Professional/Technology Development Funds (\$800.00 annually).
- **Wellness and Engagement Culture:**
 - Access to an onsite employee gym
 - 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; a bicycle commute incentive.
 - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities.