

The City of Milpitas
*is seeking an innovative, results oriented proven
leader to serve as*
Senior Planner



City of Milpitas
455 E. Calaveras Blvd.
Milpitas, CA 95035-5411



THE COMMUNITY

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. With a diversified resident population of 70,817, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers.

Milpitas is an affluent and well-educated community with an average household income of \$98,979. More than 65% of Milpitas households have an annual income that exceeds \$75,000. The homeownership rate is close to 70% with a median home value of \$745,000. Milpitas' housing market remains affordable relative to the majority of Santa Clara County.



Milpitas is often called the "Crossroads of Silicon Valley" with most of its 13.63 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a County expressway. A new light rail line opened for service in 2004 and an extension of BART including a major multi-modal station is currently under construction. There are approximately 1,790 acres, or 2.9 square miles, designated for various industrial uses. About 271 acres are vacant and available in parcels ranging from ½ acre to 75 acres. There are eight existing industrial parks and 550 manufacturing plants in Milpitas.

An additional 350 acres are dedicated to regional and community retail centers supporting 3.5 million square feet of commercial shops. The Great Mall of the Bay Area is the largest enclosed mall in Northern California, with approximately 1.1 million square feet of leasable space for retail and entertainment operations.

The two largest employers in Milpitas are Cisco Systems and Lifescan, Inc., with over 2,500 employees each. Other major employers are Solectron Corporation; LSI Logic Corporation; Linear Technology; KLA-Tencor Corporation; Maxtor Corporation; Xicor, Inc.; Seagate Technology, Flextronics and SanDisk. Several of these top employers have made the City of Milpitas their corporate headquarters as well. Given the City's desirable location for high-tech industry, the daytime population of Milpitas doubles to 130,000.

THE DEPARTMENT

The Department provides three essential services:

- (1) Planning performs and coordinates the review of land development applications, provides public information on land use regulation and staffs the Planning Commission, Economic Development Commission, and Community Advisory Commission. Planning is also responsible for maintaining the General Plan, specific plans and the zoning ordinance as well as coordinating economic development activities with the City Manager's Office.
- (2) Housing ensures that residential, commercial and industrial properties are maintained in accordance with regulations of the Municipal Code and Uniform Housing Code and administers the Graffiti Abatement Program, the Abandoned Vehicle Abatement Program and the Animal Control Ordinance. Housing also administers the Community Development Block Grant (CDBG) and the City's Housing Rehabilitation Loan Program to benefit low income residents.
- (3) Neighborhood Services staff ensures that properties are maintained in accordance with regulations of the Municipal Code and administers the Graffiti Abatement and Abandoned Vehicle Abatement Programs. Neighborhood Services also supports the various Housing activities.

Department Mission Statement:

"The Planning & Neighborhood Services Department promotes and facilitates high quality of life through community partnerships, innovation, vision, and exemplary customer service to ensure a vibrant Milpitas."

Department Core Values:

1. Customer Service. We strive for exemplary customer service, exceeding customer expectations, and improving our delivery of service through strategic and creative solutions.
2. Leadership. As leaders, we strive to implement community vision through high quality planning and neighborhood preservation programs and standards.
3. Integrity. We promote teamwork, diplomacy, courtesy, thoughtfulness, honesty, and candor in all interactions.
4. Mutual Respect. We support citizen and stakeholder participation that promotes open communication and mutual respect.
5. Innovation. As a unifying framework to meet sustainable environmental, economic and social goals, we are dedicated to improving our delivery of services.
6. Teamwork. Collaboration, communication and cooperation are essential to our success. We expect the best of each other and ourselves. We build positive working relationships that enhance community livability to address local and regional challenges.
7. Economic Vitality. We promote an environment where businesses can flourish, and seek mutually beneficial relationships with the business community.

ABOUT THE PLANNING AND NEIGHBORHOOD SERVICES DIRECTOR

Steve McHarris joined the City of Milpitas as Planning & Neighborhood Services Director in October 2012. Steve has 28 years of professional urban planning experience which includes twelve years of management in California municipal planning. Steve welcomes partnerships and dialogue between the business/development community and Staff in promoting sustainable, healthy, and successful community and economic growth within the City of Milpitas.

THE POSITION

The Senior Planner position will assist the Department Director in overseeing programs; perform professional planning work of considerable difficulty in the field of urban planning; exercise direct and indirect supervision over professional, technical, and clerical staff.

This is an existing vacant position to assist the City in maintaining a superior level of service and development standards. Proven skills in development review and project management is required in addition to design review, public communication and negotiating skills.



EXAMPLES OF DUTIES

- Plan, organize, and supervise the work of other staff and/or programs.
- Analyze and coordinate the preparation of reports and recommendations on zoning matters, design review, housing ordinance interpretations and modifications, variances, subdivisions, and environmental review.
- Administer consultant contracts.
- Represent the Department and the City as a whole and make presentations at City Council, Planning Commission, and other public meetings.
- Coordinate planning and housing activities with other City departments and outside agencies.
- Administer processes related to the General Plan, zoning, housing, subdivision, and sign ordinances.
- Oversee the maintenance of detailed socio-economic data, relevant statistics, and division mapping; coordinate and participate in the computerization of planning statistics and records.
- Establish new systems to create Department efficiencies.

IDEAL CANDIDATE

The Department Director is looking for an enthusiastic individual with California municipal planning experience that will assist the Department in undertaking several complex projects and programs. Our ideal candidate is highly flexible, energetic, innovative, and enthusiastic; a self-starter who enjoys challenges and embraces change in a fast paced environment. If you have a track record of high-quality service with the skills of a seasoned professional, and want to be part of a developing a vibrant transit-oriented community focussed on mixed-use high density infill development, you are encouraged to apply for this position.

The new Senior Planner will have the experience and skills to implement Department priorities, such as:

- Assist the Director in improving the effectiveness of the Planning Commission and the Entitlement/Building Permit Review process;
- Administer and track the Transit Area Specific Plan Development Impact Fees/Credits, and the programmed items within the associated Community Facilities District;
- Update various portions of the Zoning Ordinance, including the sign code;
- Perform detailed urban and landscape and streetscape design review for various infill development projects;
- Integrate economic development philosophy into the Department;
- Develop an annual General Plan and Specific Plan progress report and presentation;
- Coordinate the Climate Action Plan with other Departments and existing and new development policies/ordinances/codes;
- Develop a General Plan maintenance fee for building permits funding a future city-initiated comprehensive general plan update;
- Prepare informative brochures, web site pages communicating quality community development expectations in Milpitas; and coordinate & support planning and infrastructure grant opportunities.



QUALIFICATIONS

The successful candidate must have a Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, housing, or a related field. **Experience:** Five years of professional experience in the field of planning with exposure to the various specialties within the field including: current, long range, environmental, housing, and transportation. Some exposure to management of staff and/or major projects and programs is desired. A Masters Degree in Planning, Public Administration or related field is desirable.

COMPENSATION

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The salary range is \$101,390 - \$123,241 annually. The City provides an excellent array of benefits that includes the following:

- Contributory Retirement Plan - New Hire Employee pays 7% employee PERS contribution and 12.3% towards employer PERS contribution
- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, depending on the individual's eligibility.
- Vacation - 16 days per year to a maximum of 36 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - \$900 a year, City paid.
- Tax deferred medical and dependent savings plans
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

SELECTION PROCESS

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected. The tentative dates scheduled for the selection process are as follows: Oral Board Interviews are the week of May 12, 2014 and Finalist Interviews for the week of May 26, 2014.

TO APPLY

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.calopps.org to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application which must be received by the filing date of: **5:00p.m., Friday, May 2, 2014.**

Required to respond to the supplemental questions.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process



The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

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