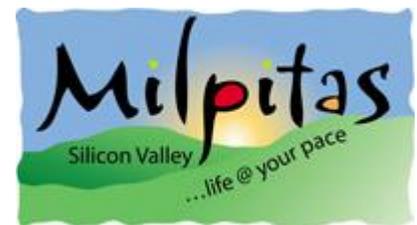


The City of Milpitas
*is seeking an innovative, results oriented proven
leader to serve as*

**Planning & Neighborhood
Services Director**



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 industrious and well-educated community with an average household income exceeding the County average. The homeownership rate is close to 70% and 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. New light rail lines opened for service in 2004 and together with an extension of BART now in construction phase, create a transit hub adjacent to the Great Mall facilitating high density transit oriented development with over 1,000 housing units now being built. There are approximately 1,450 acres, or 2.6 square miles designated for various industrial uses. About 113 acres are vacant and available in parcels ranging from 3 acre to 35 acres. There are nine existing industrial parks and 438 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. Several local shopping centers service regional needs including Asian-oriented retail and services.

The two largest employers in Milpitas are Cisco Systems and KLA-Tencor Corporation, with over 2,000 employees each. Other major employers are SanDisk Corporation, Linear Technology, and Flextronics Inc. 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.

Thirty-one community parks are maintained by Milpitas, in addition to one dog park and 20 tennis courts. The City provides a multitude of outstanding recreational opportunities, including aquatics, cultural arts and theater, sports leagues and activities, Youth programming and senior activities and services.

THE ORGANIZATION

Incorporated in 1954, this bustling general-law city is supervised by a council-manager form of government. The City of Milpitas City Council is the flagship decision-making body that appoints members to many commissions that serve in advisory capacities. The Mayor is an elected position, as are all the Council seats. The mayor serves two-year term; Council Members have four-year seats.

The City Council makes the ultimate planning and policy decisions for residents, and oversees the City's \$120 million budget with 320 full-time employees. There are 16 advisory commissions on which residents can participate – the Planning Commission, Arts Commission, Youth Advisory Commission, Library Advisory Commission, and Senior Advisory Commission to name a few.

Issues challenging most commissions and the City Council these days are development, quality of life, and how to streamline traffic bottlenecks that plague this region at commute times.

For a wealth of additional information on the City of Milpitas, both the community and the organization, please visit the City's website at www.ci.milpitas.ca.gov.



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, Library Commission and Community Advisory Commission. Planning is also responsible for maintaining the General Plan, specific plans and the zoning ordinance as well as assisting 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.



THE POSITION

This is an executive management position responsible for providing leadership and policy direction pertaining to long-range planning, environmental impact, neighborhood revitalization and code enforcement, including: comprehensive planning, development review and zoning administration. The incumbent works under the direction of the City Manager and provides advice and strategic leadership to the City Manager, City Council, internal departments and outside agencies on a wide range of short and long-term planning initiatives. Responsibilities involve highly sensitive and publicly visible operations, projects and processes that require a high degree of policy, program and administrative discretion. Requires outstanding interpersonal and managerial skills. The Planning & Neighborhood Services Director is an integral member of the City Manager's executive team.

IDEAL CANDIDATE

The City Manager is looking for an enthusiastic individual with California municipal planning experience that will lead 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 career opportunity.

The Planning & Neighborhood Services Director will have the experience and skills to implement Department priorities, such as:

- 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;
- 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;

QUALIFICATIONS

The successful candidate must have the following:

Education: Bachelor's degree with major coursework in urban planning, regional planning, environmental planning, housing or related field. Master's degree in urban planning, regional planning, environmental planning or housing highly desirable.

Experience: Eight years of professional experience in urban and environmental planning, including at least three years of supervisory experience.

COMPENSATION

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The salary range is \$152,199 - \$197,950 annually. The City provides an excellent array of benefits that includes the following:

- Contributory Retirement Plan - New Hire Employee pays 7% employee 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.
- Management Incentive Pay (MIP) 5 hours accrued per pay period up to 260 hours.
- 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 will consist of 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.

TO APPLY

To apply for this outstanding career opportunity, submit your cover letter and resume detailing your experience and qualifications to careers@ci.milpitas.ca.gov or

**City of Milpitas
Human Resources Department
455 E. Calaveras Blvd
Milpitas, CA 95035**

Closing Deadline: Your cover letter and resume must be received by the filing date of: **April 22, 2015.**

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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