



# City of Milpitas

## Announces an outstanding job opportunity for Senior Planner

**Working Title:** Senior Planner  
**Annual Salary Range:** \$101,391 to \$123,242  
**Final Filing Date:** Open Until Filled

### About 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 position will promote and maintain a superior level of service and development standards. Proven skills in development review and project management is required in addition to public communication and negotiating skills.

**Examples of Duties** – duties may include, but are not limited to, the following:

- 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

Our ideal candidate is highly flexible, energetic, innovative, and enthusiastic; a self-starter who enjoys challenges and embraces change in a fast paced environment. The new Senior Planner will have the experience and skills to implement the Department priorities, such as:

- Improving the effectiveness of the Planning Commission;
- Improving the Entitlement/ Building Permit Review process;
- Managing consultants and agreement;
- Assisting with budgeting and budget implementation
- Expanding/Improving upon a student & professional intern program;
- Integrating economic development philosophy into the Department;
- Coordinating/supporting planning and infrastructure grant opportunities.

### Minimum Qualifications

**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 programs is desired.

**Education:** A Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, housing, or a related field. A Master's degree in Planning, Public Administration or a related field is desirable.

**License:** Possession and maintenance of a valid California Driver's License and current automobile insurance are required.

## **Special Requirements**

*Essential duties require the following physical abilities and work environment:* Ability to work in a standard office environment; able to travel to various locations within and outside the City of Milpitas.

## **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.

## **To Apply**

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) or [www.calopps.org](http://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.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://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.

## **Salary and Benefits**

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The salary range is \$101,391 to \$123,242 annually. The City provides an excellent array of benefits that includes the following:

- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, subject to an individual's eligibility and applicable pension reform law.
- Contributory Retirement Plan - New Hire Employee pays 7% or 6.25% employee PERS contribution subject to an individual's eligibility and applicable pension reform law. Employee will also pay 4.3% towards the employer PERS contribution.
- 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

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.