



City of Milpitas

Announces a job opportunity for

Assistant Planner

Annual Salary Range: \$78,732 - \$95,700

Final Filing Date: September 2, 2014

The Community

About 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, attractive neighborhood parks and vibrant shopping centers. 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.

The Department

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

Ideal Candidate and About the Position

We are looking for an enthusiastic individual with entry-level California municipal planning experience that will assist the Department in day-to-day planning and zoning activities. 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 desire to provide high-quality service and want to be part of developing a vibrant transit-oriented community focussed on mixed-use high density infill development, you are encouraged to apply for this position.

To perform professional level work in the field of current or advanced planning within the Planning and Neighborhood Services Department; to conduct special projects and research as assigned; and to prepare reports and recommendations relative to assigned area of responsibility.

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

- Perform professional level work in the field of current and/or advanced planning.
- Research, analyze, and interpret social, economic, population and land use data and trends.
- Compile information and make recommendations on special studies; prepare technical and complex reports.
- Process development proposals and work with developers to reach agreement on acceptable site and architectural plans; review building plans, parcel maps, and subdivision proposals for conformance with appropriate regulations; prepare reports and make recommendations.
- Process permit applications and coordinate planning activities with other departments, divisions and outside agencies and organizations.
- Review commercial, industrial, residential, and mixed-use development plans for conformance with general plan zoning ordinance and development policies.
- Conduct field inspections for development proposals, land use surveys, and related planning studies; ensure compliance with applicable codes, ordinances, and conditions of approval.
- Confer with and advise architects, builders, attorneys, contractors, engineers, and general public regarding City development policies and standards by providing customer service at the public counter, over the phone and in the field.
- Prepare staff reports and graphic displays; make presentations to the Planning Commission, City Council or other commissions as assigned.
- Research and draft land use, development and design policies and ordinances.
- Conduct environmental reviews; collect and analyze data; prepare environmental documents in conference with CEQA.

Minimum Qualifications

Experience: Two years of increasing responsible planning experience comparable to that of a Junior Planner in the City of Milpitas.

Education: A Bachelor's degree from an accredited college or university with major course work in urban planning or closely related field.

License and Certificates: Possession of or ability to obtain and maintain, an appropriate, valid California Driver's License.

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 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 by the filing date.

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.

Salary and Benefits

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The salary range: \$78,732 - \$95,700 annually. The City provides an excellent array of benefits that includes the following:

- Contributory Retirement Plan – New Hire Employee pays 6.25% or 7% employee PERS contribution and 12.9% towards employer PERS contribution, depending on the individual's eligibility.
- 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 - 11 days per year to a maximum of 31 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 - Voluntary
- 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.

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PH: 408-586-3090 • Fax: 408-586-3092
<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

