



The [Planning Division](#) is divided into the following four sections:

*Citywide Planning* - Long range planning, General Plan amendments, zoning and sign code amendments, preparation of Urban Village/area plans, station area planning, urban design, housing policy, data analysis/GIS and special projects.

*Environmental Review* - Review of environmental clearances, CEQA compliance review of development projects.

*Development Review* - Entitlement of zonings and development permits, historic preservation, and community outreach.

*Permit Center* - Plan check conformance, review for development projects, front counter/public information, and zoning compliance.

Click [here](#) to access the **Envision San Jose 2040 General Plan and Urban Village Plan Development**.

The ideal candidates will possess a high level of professionalism, excellent customer service skills, and a supreme work ethic. These positions require excellent judgment, initiative, perseverance, integrity, organizational skills, flexibility and written and verbal communications skills.

Typical duties for a Planner I/II/III position include but are not limited to:

Oversees and coordinates land use entitlements including zonings, development permits, and/or environmental documents to meet the requirements of California Environmental Quality Act (CEQA), state laws and local ordinances.

Provides information and direction to professionals, developers and the public concerning the General Plan, zoning ordinance, CEQA, historic preservation, and other planning development policies and guidelines.

Manages the preparation of the Urban Village, station area or other area plans that address land use, urban design, circulation and streetscape, parks and open spaces, sustainability and plan implementation and financing.

Prepares and delivers oral and written reports and recommendations on land use decisions at staff meetings, community meetings, and public hearings.

Confers and coordinates with other departments, agencies, professional, and the public on land use related matters.



Performs other duties of a similar nature requiring independent judgment and initiative.

Provides information to the public over the phone about various PBCE Department processes.

Candidates with experience in both planning and environmental review are preferred.

Participates in the preparation of amendments and updates to the Zoning Ordinance and Sign Ordinance.

Participates in the development of planning policies, including General Plan, housing, and other development focused policies.

Conducts research, data management (including GIS), analysis and reporting in support of other Planning activities.

### **MINIMUM QUALIFICATIONS**

1. Education: Bachelor's Degree from an accredited college or university in urban or regional planning, urban design, urban studies, architecture, landscape architecture, urban geography, or environmental studies or a closely related field.
2. Experience: Planner I: none; Planner II: two (2) years of entry-level professional planning experience; Planner III: four (4) years of professional planning experience including two years as a Planner II or equivalent.
3. Acceptable Substitution: Master's Degree or sixty (60) semester hours of graduate course work from an accredited college or university in urban or regional planning, urban design, urban studies, architecture, landscape architecture, urban geography, or environmental studies or a closely related field can substitute for the two (2) years as a Planner II or equivalent.
4. Licenses or Certificates: Possession of a valid California driver's license may be required for some assignments.
5. Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San José will not prepare or file a labor condition application with the US Department of Labor.

### **SALARY**

The annual salary for Planner I: \$ 62,296.00 - \$ 75,691.20

The annual salary for Planner II: \$ 73,569.60 - \$ 89,377.60

The annual salary for Planner III: \$ 83,054.40 - \$ 101,212.80

The actual salary shall be determined by the final candidate's qualifications and experience.



In addition to the starting salary, employees in the Planner I, II, or III classification shall also receive an approximate five percent (5%) ongoing non-pensionable compensation pay.

***To Learn More and Apply***

To view the full announcement for this exciting opportunity with the City of San José and apply, please visit the City of San Jose's employment page at [www.sanJoseca.gov/citycareers](http://www.sanJoseca.gov/citycareers) and select Open-Competitive Recruitments or click on the link below to go directly to the job announcement <https://sanJoseca.taleo.net/careersection/jobdetail.ftl?job=1900803&lang=en>

***The application deadline is June 10, 2019 at 11:59 PM.*** Please allow adequate time to complete the application and submit before the deadline.

\*\*The Planning, Building and Code Enforcement Department will be **recruiting for Planner IV positions tentatively in early June 2019**. We encourage you to visit the City's Employment page at [www.sanJoseca.gov/citycareers](http://www.sanJoseca.gov/citycareers) to stay informed of exciting career opportunities in PBCE with the City of San José.