

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Deputy Zoning Administrator	Job Family: 2
General Classification: Management	Job Grade: 35

Definition: To supervise and assist in the review of private and public development projects and in the implementation of the City's planning policy and Zoning Ordinance. Staff the Development Review Committee (DRC) and provide staff supervision and training in the above matters.

Distinguishing Characteristics: Receives general direction from the Planning Manager. Exercises direct supervision over other professional, technical, and clerical staff.

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

1. Staff the DRC. Review the architecture and site design of new development and improvements, provide applicants with appropriate design comments, and make recommendations to the Zoning Administrator. Balance differing objectives (of City departments and proponents) to reach a decision on projects. Ensure that private development conforms with environmental and other regulations.
2. Coordinate and assist professional staff in setting goals, schedules, analyzing data, and making recommendations for projects.
3. Manage highly complex development projects requiring interdepartmental coordination.
4. Provide information and interpretation of zoning laws to staff and the public.
5. Review projects to determine compliance with City design goals and regulations.
6. Serve as the Planning liaison to various committees and public groups.
7. Make oral presentations and prepare written reports and recommendations to the Environmental Planning Commission and City Council on projects, plans, and ordinances.
8. Assist in the hiring, training, and supervision of professional and other support staff.

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9. In the absence of the Zoning Administrator, review and make decisions on development proposals with respect to zoning adjustment and special applications by conducting quasi-judicial public hearings and issuing findings, including issuing use permits, variances, planned community permits, and other special reviews.
10. Prepare environmental clearance documents according to the California Environmental Quality Act (CEQA).
11. Prepare and administer contracts for consultant services.
12. Assist or lead improvements in planning procedures and related information systems.
13. Participate in the development and implementation of the City's planning policies.
14. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Theories, principles, and practices of land use, urban planning, and architecture; planning policies, laws, and legal prerequisites pertaining to policy development and land development (e.g., CEQA, the Subdivision Map Act, etc.); relationship between current implementation activities and long-range goals; City Zoning Ordinances and zoning techniques; engineering, economic, architectural, sociology, and urban design theories, principles, and practices; and City administrative procedures.

Ability to: Communicate effectively with the general public; interpret planning policies and apply code requirements; prepare planning studies, analyze complex information, form recommendations, and understand the implications of planning decisions; gain compliance from landowners and their representative(s); critique proposed architectural design; research and develop planning proposals; work constructively with people to identify problems and creative solutions; coordinate work with other departments; communicate effectively in writing and verbally with elected and appointed officials; ability to make public presentations.

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Experience and Training Guidelines: Combination of relevant experience, education, and training that satisfies the required minimum qualifications, knowledge, and abilities.

Four years of professional planning experience with emphasis in design and at least one year of experience performing duties comparable to a Senior Planner with the City of Mountain View. Possession of a bachelor's degree from an accredited college or university in urban or regional planning, architecture, or a closely related field. A master's degree in urban planning or architecture may be substituted for one year of the required experience.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California driver's license.

Working Conditions: In addition to the regular work schedule, this position must be available to work evenings and weekends to attend meetings, seminars/workshops, and training as needed.

Established: January 1988

Revised: July 2019

HRD/CLASS SPECS

Deputy Zoning Administrator