

CITY OF SAUSALITO

420 Litho Street, Sausalito CA 94965 Attn: Human Resources (415) 289-4130 FAX (415) 289-4167 spaterson@ci.sausalito.ca.us

PERMIT TECHNICIAN (\$4,407/month)

One Full-time Position in the Sausalito Community Development Department Application Deadline: Friday, September 13, 2013 by 5:00 p.m.

JOB DUTIES

The City of Sausalito is seeking an enthusiastic, seasoned Permit Technician to provide technical, paraprofessional, and customer support to the Community Development Department.

This Permit Technician provides information and direction to the public on building, planning and engineering issues, processes and requirements; issues building permits; routes and tracks plans to appropriate divisions or departments; and performs related duties as assigned.

The successful candidate should have exceptional communication, organizational, and interpersonal skills. Appointments will be based on experience and overall qualifications.

TYPICAL DUTIES FOR THE POSITION INCLUDE:

Depending upon assignment, duties may include, but are not limited to, the following:

- Explain zoning, engineering, state and local construction requirements, procedures, and regulations to members of the public at the public counter, on the telephone and through correspondence.
- Provide complete counter service with the responsibility for maintaining and organizing the counter area
- Review plan submittals to verify that they are in conformance with submission standards and to assure accuracy and compliance with pertinent regulations.
- Sort and route permit application packages for review by City staff and consultants.
- Perform minor plan checks.
- Calculate and collect fees in accordance with established fee schedules.
- Issue building permits.
- Maintain the permit tracking system, active plans, and permit records.
- Serve as coordinator for projects requiring multiple permit approvals.
- Compile approvals and process certificates of occupancy.
- Maintain logs, gather statistics, compile routine reports, and route files.
- Review business licenses for conformance with zoning regulations and issue Occupational Use Permits.

QUALIFICATIONS:

Must have working knowledge of:

- Basic vocabulary, principles, practices of the Municipal Code and General Plan;
- Basic building codes; land use; zoning, and construction permitting;
- Basic drafting symbols and conventions commonly found in construction plans;
- Permit processing and fee structure;
- Research techniques, and sources of information related to Community Development;
- Computer software applications.

Ability to:

- Provide accurate information to the public regarding the requirements and procedures for the community development process, including building, and engineering permits and land use;
- Read and understand basic construction plans and specifications.
- Understand, critically evaluate, and interpret architectural plans and specifications, and related drawings.
- Know the principles, and practices, of planning, building inspections, and construction methods.
- Compile and maintain complex records;
- Plan and organize workload efficiently;
- Perform arithmetic calculations accurately;
- Work independently and use good judgment in the absence of supervision;
- Provide excellent customer service; demonstrate tact and diplomacy; handle difficult customers and situations; and establish and maintain harmonious working relationships.
- Communicate clearly and concisely, both orally and in writing.

REQUIREMENTS: Any combination of relevant experience and education that provides the required knowledge and abilities qualifies:

Experience: Minimum of four years of increasingly-responsible administrative experience or technical or office support work which involved extensive public contact and interaction providing information and processing documents or experience in building construction which involved extensive exposure to building codes, fees, and document processing.

Education: Equivalent to completion of the twelfth grade. College level course work in urban planning, engineering, building inspection/construction, architecture, or a closely related field is desirable. Specialized course work in database software, building codes and/or inspection, or related courses is desired.

Licenses/Certifications Required:

Must possess or obtain an ICC Permit Technician certification within one year of date of hire.

SPECIAL REQUIREMENTS: Must possess: mobility to work in a standard office setting and use standard office equipment, exposure to a computer screens; and extensive public contact.

This classification requires sitting and standing for prolonged periods of time, working in an office setting; speaking, and hearing to exchange information; visual acuity to read and interpret information. Must possess the physical strength and flexibility to bend, squat, reach above shoulder level, kneel, push/pull up to 25 pounds (boxes, records, etc.)

THE COMMUNITY: Sausalito is a beautiful, San Francisco Bay front city of 7,500 residents within 2.2 square miles that serves a visitor population that may be several times the size of the year round population. The community is geographically blessed with a variety of natural features that define residential neighborhoods, commercial districts, harbors and waterfront, and a maritime-oriented office/industrial district. The blend of historical buildings, wooded hillsides, sweeping Bay and San Francisco views nestled against the Golden Gate National Recreation Area combine to make Sausalito a community of unparalleled charm and natural beauty. Residents are community-oriented and very supportive of City staff.

CITY GOVERNMENT: Sausalito is a General Law City incorporated in 1893 and has a City Council/City Manager form of government. The City provides a full range of services including Administration, Finance, Police, Public Works, Parks and Recreation, and Community Development. The City Council and staff value positive relationships with the residents, businesses, visitors and outside agencies.

BENEFITS:

Cafeteria Benefit Plan: The City offers a healthy cafeteria benefit program including choices among plan options for medical, dental, vision, life insurance, short and long-term disability, and PERS long-term care insurance.

Leave: Employees earn 120 hours of vacation and 96 hours of sick leave per year. Employees in the Community Development Department are entitled to 9 paid holidays and 15 hours of "floating holiday" time each year.

Union Membership: This position is a non-exempt SEIU position and is part of the Service Employees' International Union group and may opt for either fee-payer status or full member status.

Retirement: This position pays into the CalPERS Retirement System and NOT Social Security.

Employees in the Community Development Department currently work a 9/80 work schedule.

APPLICATION PROCEDURE

- Applications are available on our City website http://ci.sausalito.ca.us, Human Resources.
- Application materials must be submitted by Friday, September 13, 2013 by 5PM via mail, or delivery to:

City of Sausalito
Attn: Human Resources
420 Litho Street, Sausalito, CA 94965
OR

Email to: spaterson@ci.sausalito.ca.us

To be considered, applicants must complete and submit ALL of the following:

- Cover Letter
- Résumé.
- City Employment Application completed and signed. (Please note that the Applicant Tracking Form portion of the Application must be submitted; be assured that it is separated from the application upon receipt.
- A list of references: 3 professional references and 3 personal references (The City of Sausalito will NOT contact these references unless the applicant becomes a finalist in the selection process).

Candidates whose materials are assessed as being most qualified will be notified concerning the evaluation process. Possession of the stated minimum qualifications does not guarantee advancement in the selection process. Only properly completed City applications received by the filing deadline will be evaluated. Based upon information provided in the application documents, the applicants presenting the best job-related qualifications will be invited to continue in the process. It is the sole responsibility of the applicant to show on the application and resume that he/she meets the minimum qualifications as specified in this announcement by submitting a clear, specific and complete statement of his/her qualifications.