#### **COMPENSATION & BENEFITS**

The City offers a competitive salary coupled with a generous benefit package, which are summarized below:

Compensation: \$3,508—\$4,263 per month

Appointment may be made at any step of the five step salary range depending, in part, upon qualifications.

Work Schedule: 37.5 hours per week.

<u>Vacation</u>: 11 working days after one year of service; additional days earned with additional years of service.

Holidays: 14 1/2 paid holidays per year.

<u>Sick Leave</u>: Sick leave is accrued at the rate of 8.75 hours per calendar month.

Short and Long Term Disability: City pays full cost of

employee's monthly premium.

<u>Health Plans</u>: Choice of three plans: Kaiser, Health Net HMO and Health Net PPO. City contributes up to the family Kaiser premium per month.

<u>Dental Insurance</u>: City contributes the full monthly premium for the employee and family.

<u>Life Insurance</u>: Amount equal to annual salary to nearest \$1,000 (max \$100,000). City-paid premium.

Retirement: The employee pays 3% of the member contribution to Public Employees Retirement System (2.7% at 55 for current members and 2% at 62 for new members, plan is Integrated with Social Security). The City and employee each pay own contribution to Social Security.

Bilingual Pay: \$100 per month for approved languages.

<u>Longevity Pay</u>: \$1,000 annually after completion of 15 or more years of service.

This position is union represented and will require union fees.

Information contained in this brochure is subject to change without notice

Posted: 10/15/13



Human Resources Divi 10890 San Pablo Aven El Cerrito, CA 94530

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Career Opportunity

# PERMIT TECHNICIAN I



# Mission Statement:

The City of El Cerrito serves, leads and supports our diverse community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety and creating an economically and environmentally sustainable future.

Final Filing Date: November 7, 2013, 6:00 p.m.

www.el-cerrito.org



#### THE COMMUNITY

Located near the east shore of the San Francisco Bay, the City of El Cerrito is an ethnically diverse community offering a high quality of life within one of the nation's most sophisticated and beautiful living areas. With a population of almost 24,000 residents, El Cerrito has the advantage of being centrally located in a major metropolitan area. El Cerrito is an established community with a strong self-identity and a commitment to enhancing the quality of life for its citizens.

#### THE DEPARTMENT AND POSITION

This position is in the Community Development Department. The Permit Technician I reviews and approves applications for Building and Public Works plans and specifications and ministerial planning; issues permits and collects fees; assists residents, applicants, contractors, architects and engineers; provides technical advice and answers code related questions at the Permit counter and on the phone.

Permit Technician I is the entry level in the Permit Technician series.

This position receives general supervision from the Development Services Manager and/or Permit Technician III or Permit Technician III.

#### **ESSENTIAL FUNCTIONS**

- Greet customers in person and over the phone; schedule appointments, provide information; redirect callers, as needed. Receive and process various permit applications at the counter and by mail, telephone, facsimile and electronic transmission modes.
- Review plans for completeness and inclusion of required attachments, such as site plans, floor plans, elevations, structural and energy calculations, soils reports and the like; calculate and collect permit fees and issue permits over the counter at the conclusion of the plan review process, utilizing the City's computerized permit system; issue building, planning, encroachment, grading permits, and other permits as necessary.

 Enter on manual and/or electronic formats plans received for plan review and permit issuance; check plans and issue over the counter permits for minor residential and commercial projects, street projects, and similar projects of limited scope after verification of Municipal Code conformance.

#### THE "IDEAL" PERMIT TECHNICIAN I

The City is looking for an individual who can demonstrate clearly that he/she has the following background and competencies:

# **Experience and Education**:

- One year of experience providing building design or engineering services in the private sector, or one year of related experience working in a Planning, Building, or Engineering department of a government agency.
- Completion of a high school diploma

## Licenses/Certificates:

- Possession of a valid California Driver's License and satisfactory driving record.
- A Permit Technician Certificate from the International Code Council (ICC) will be required within one (1) year of employment, and will continue to be maintained.

## **Knowledge, Skills and Abilities:**

- Knowledge of techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone;
- Knowledge of basic principles of arithmetic and geometry; basic computer and word processing skills; basic techniques for researching codes;
- Knowledge of techniques used to calculate appropriate fees for permit applications. This will include the knowledge of how to determine building and lot sizes.; and how to use a Laserfiche system.
- Ability to use conflict resolution skills to resolve complex and sensitive problems that arise with the public; maintain accurate and neat records;

- Ability to use a computerized permit tracking system;
- Ability of maintain cash receipt records and reconcile data for the Finance Department;
- Ability to follow direction and procedures for issuing various permits; analyze information to determine if the information is accurate and complete for issuing a permit.
- Ability to communicate technical information to both professional and non-professional applicants.

#### THE APPLICATION PROCESS

Application materials may be obtained from the Human Resources Division, City of El Cerrito, 10890 San Pablo Avenue, El Cerrito, CA 94530; by calling (510) 466-5005; or at www.el-cerrito.org.

Application materials should be mailed to the Human Resources Division. To be accepted, all completed application materials must reach the Human Resources Division no later than 6:00 p.m. of the final filing date. Postmarks will not be accepted.

## **EVALUATION & SELECTION PROCESS**

Candidates who meet the minimum qualifications for the position will be invited to take the written examination which is pass/fail. The successful candidates will continue in the recruitment process and be invited to participate in an oral interview. Each candidate will meet with an appraisal panel to discuss his/her qualifications.

Those persons deemed to be best qualified by the interview panel will have their names placed on an employment list which will be used by the City for final interviews and appointment.

If special accommodations are needed at any stage of the selection process, please contact the Human Resources Office prior to 6:00 p.m. of the final filling date. Medical documentation must be provided upon request.

"The City of El Cerrito is an Equal Opportunity Employer"

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