

# Employment Opportunity

## *City of St. Helena, California*

### **Community Improvement Permit Technician**

Building Permit Technician I/II/III Classification

Salary Range: \$45,959 - \$66,533 annually

(\$3,830—\$5,544 monthly) plus benefits



#### ABOUT THE CITY

The City of St. Helena is located in the center of the premier Napa Valley wine-making region of California approximately 60 miles north of the San Francisco Bay Area. The City has a population of approximately 6,000 and is a full service city with its own Police Department, Public Library, Building Department, Water and Sewer Departments and Part-Time Fire Department.

Application Deadline: November 28, 2016 at 5:00 pm.

*The City of St. Helena has an exciting opportunity to fill a position in the Planning and Community Improvement Department. This is a great opportunity to become part of a **Customer Service** focused team of dedicated individuals that take pride in serving the local community.*

**Distinguishing Characteristics:** The **Community Improvement Permit Technician I** is the entry level class in the technician series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine Planning and Building Divisions support duties while learning City policies and procedures. A primary function of this position is customer service. As experience is gained, there is greater independence of action within established guidelines.

This classification is alternatively staffed with **Community Improvement Permit Technician II** or **Community Improvement Technician III** and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

The **Community Improvement Permit Technician** receives direction from the Chief Building Official or Planning and Community Improvement Director.

**Examples of Duties:** *(include but are not limited to the following)*

- ◆ Provides excellent customer service by responding to public and agency inquiries by phone and at the counter; provides information regarding building permit policies and application procedures; works cooperatively with property owners, contractors, architects, developers, engineers or their representatives to resolve questions regarding permit issuance and permit fees.
- ◆ Receive, review and process a variety of planning and use applications such as conditional use permits, tentative maps and map amendments, design review, home occupations, signs, and lot line adjustments.
- ◆ Receive, review and process a variety of building permit applications such as commercial, industrial, and residential new construction, additions, alterations, tenant improvements, and site grading and drainage.
- ◆ Provide information to the general public on the planning application process and requirements, including land use, codes and ordinances relating to the General Plan, and zoning.
- ◆ Assist professional planners and design professionals in the technical aspects of the planning process.
- ◆ Check and process applications for zoning and use permits.
- ◆ Verify and approve minor building permit applications over the counter.
- ◆ Use computer database programs such as GIS and permit tracking systems for information, data entry and/or report information and to initiate and track building permit applications in the plan check process.
- ◆ Assess fees and issue planning and building permits.
- ◆ Check building permit applications for required information.
- ◆ Review building permit plan submittals for proper content, format, and completeness.
- ◆ Confer with builders, engineers, contractors, architects, and the public concerning building codes and permit requirements.
- ◆ Maintain a variety of records and files.
- ◆ Prepare written reports and correspondence.
- ◆ Conduct research for special projects as required.
- ◆ Receive and forward requests for code violation investigations.
- ◆ Assist in policy and procedure system development related to the permit intake process as re-

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

quested.

- ◆ Issue, verify, and assign addresses.

**Ability to:**

- ◆ Deal effectively with builders, engineers, architects and the general public.
- ◆ Read and interpret maps, construction drawings and blueprints.
- ◆ Learn and apply a variety of zoning, land use and planning related, and building code related requirements and code provisions.
- ◆ Communicate clearly and concisely, orally and in writing.
- ◆ Quickly and accurately review plans and calculate permit fees in accordance with established laws, ordinances and policies.
- ◆ Respond tactfully to a variety of questions, inquiries and complaints.
- ◆ Use computer database programs, such as Trakit, for data entry and report generation.
- ◆ Collaboratively work with other staff and respect input of other staff in decision making.

**Knowledge and Skills:**

- ◆ Land use and general planning and zoning processes.
- ◆ Building permit processes and building codes.
- ◆ Methods and techniques of problem resolution and public contact.
- ◆ Basic statistics and data gathering methods.
- ◆ Basic organization and services of local government is desirable.
- ◆ Procedures regarding the receiving and recording of cash payments.
- ◆ Modern office practices, procedures, methods, and equipment.
- ◆ Operate standard office equipment including a computer and variety of word processing and software applications.
- ◆ Operate automated record keeping and permit tracking systems.

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Community Improvement Technician I/II/III**. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Community Improvement Permit Technician I:** Two years of experience performing increasingly responsible office support duties involving heavy public contact, and a high school diploma or equivalent preferably supplemented by college level courses or applied experience in urban planning, engineering, construction technology, construction management, or other related fields.

**Community Improvement Permit Technician II:** In addition to the above, two years of experience in public contact, including face-to-face contact, preferably in a public sector engineering or planning office, which demonstrates possession of the knowledge and abilities listed above.

**Community Improvement Permit Technician III:** In addition to the above, three years of experience in public contact, including face-to-face contact, preferably in a public sector engi-

Contact:

City of St. Helena Human Resources Department  
1480 Main Street, St. Helena CA 94574  
Telephone: (707) 968-2649 | [www.cityofsthelena.org](http://www.cityofsthelena.org)

neering or planning office, which demonstrates possession of the knowledge and abilities listed above.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of International Code Council Permit Technician certificate desirable.

***Application and Selection Procedure:***

To apply for this position please submit the following documents and forms to Mandy Kellogg at [mkellogg@cityofsthelena.org](mailto:mkellogg@cityofsthelena.org) or mail to 1480 Main Street, St. Helena, CA 94574 by Friday, November 28, 2016, 5:00 PM:

- ◆ Cover Letter
- ◆ Detailed resume
- ◆ City application form

All resumes will be reviewed to select those applicants whose training and experience most closely match the requirements of this position. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which may include interviews, written exercises, or simulated work problems. Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.

***Benefits:***

- ◆ CalPERS defined benefit retirement: 2.0% at 60 formula for current members; 2.0% at 62 for new members. The employee is responsible for payment of the employee share of the pension cost. \*City employees also participate in the Social Security system.
- ◆ City-paid health, dental and vision insurance coverage for employee and dependents.
- ◆ Vacation accrues at varying rates for full-time employees. The beginning accrual rate is generally ten working days per year, increasing with tenure.
- ◆ Twelve holidays annually.
- ◆ Two personal convenience days per year (increases to five day after five years).
- ◆ Sick leave (twelve days per year).
- ◆ Life Insurance.
- ◆ Deferred Compensation Plan.
- ◆ Dependent Care program.
- ◆ Employee Assistance program.
- ◆ Bereavement Pay - 3 days in state/5 days out of state
- ◆ Longevity Pay and Bilingual Pay

There is a no smoking policy in effect within the City offices and vehicles. St. Helena is an equal opportunity employer. The City of St. Helena will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire.

**Compliance with Americans with Disabilities Act (ADA):** With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make every attempt to offer reasonable accommodations for qualified applicants and employees with disabilities.