



City of Milpitas

We invite applications for the position of: Permit Center Manager

Annual Salary Range: \$113,429.00 - \$137,874.00

Post Date: August 8, 2017

Close Date: **Until Filled**

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 75,521, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

The Opportunity

The Permit Center Manager will oversee operations by leading a multi-disciplinary team to ensure proper coordination of all applications received; provide timely service to all customers; ensure collection of all fees; provide coordination with the Building Department's plan check staff, the general public, and other departments and divisions. The Permit Center Manager will also meet with developers, architects, contractors, and homeowners to assist and guide them through the permitting process and help them to obtain permits in a clear and concise manner.

What You Will Do

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

- Provide direct oversight for all permit functions including proper coordination of all applications received.
- Ensure that permits for construction and associated fees are processed in a timely fashion and in accordance with established procedures, the building codes, state laws, and local ordinances governing land use development.
- Respond to inquiries from staff and the general public including informal building, planning, engineering and fire department issues.



City of Milpitas

We invite applications for the position of: Permit Center Manager

-
- Works with Economic Development staff to coordinate meetings with prospective developers.
 - Provide ongoing training to assigned staff; ensure uniform application of the appropriate codes, rules, and regulations.
 - Coordinate Planning, Engineering, Fire, and Building plan checks and resolve issues.
 - Coordinate activities with other City departments, divisions, and sections and with outside agencies.
 - Provide project management for all large projects during the plan check process.
 - Ensure proper input and maintenance of all statistical permit processing data.
 - Develop policies and customer service goals for review and approval by the Chief Building Official.
 - Assist in the preparation of and manages the program budget
 - Sustain and improve an interdepartmental permit tracking and monitoring system.

Experience and Education

Any combination of experience, education and training that would provide the best-qualified candidates. A typical way to obtain knowledge, skills and abilities would be:

Six years of progressively responsible professional experience working as an architect, civil engineer, building official, plan checker, or building inspector with at least two years of lead or supervisory experience.

Equivalent to an Associate of Arts or Associate of Science degree in an applicable field. A Bachelor's degree in Civil Engineering, Architecture, Public Administration, Management, Business Administration or a related field is highly desirable.

License and Other Requirements

- Registration as an architect or a professional civil or structural engineer in the State of California is desirable.
- Possession of Plans Examiner Certificate is required prior to the completion of the probationary period.
- Possession of Building, Plumbing, Mechanical, Electrical certificate or Residential and Commercial Combination Inspection certificate is desirable.
- Possession and maintenance of an appropriate, valid California Driver's License is highly desirable.

Special Requirements

Essential duties require the following physical abilities and work environment:

General office environment; sit and/or stand for long periods of time, repetitive keyboarding; reach, squat, lift, and carry up to 15 pounds; able to travel to various locations within and outside the City of Milpitas.



City of Milpitas

We invite applications for the position of: Permit Center Manager

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application, resume, and copies of required certificates online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the Mid-Management/Confidential bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/UPEC-Mid-Mgmt-Confidential-Unit.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.