



We invite applications for the position of:

## **DEVELOPMENT REVIEW TECHNICIAN I/II/SENIOR**

**Development Review Technician I - \$6,512 - \$7,767 MONTHLY**

**Development Review Technician II - \$7,237 - \$8,631 MONTHLY**

**Senior Development Review Technician - \$7,958 - \$9,492 MONTHLY**

**Plus a comprehensive benefits package**

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**The City of San Mateo Community Development Department is looking to fill two (2) Development Review Technician I/II/Senior vacancies.**

### **Why Join our Department?**

The Community Development Department, also known as CDD, is organized into four divisions – Building, Code Enforcement, Housing, and Planning. CDD has broad responsibilities including, but not limited to, long-range planning, review of applications for new developments, implementation of the City's housing programs, and maintenance of neighborhoods. You will be joining a talented team in a fast-paced, dynamic work environment dedicated to serving the San Mateo community. The Community Development Department's core function is to ensure a quality-built environment, healthy neighborhoods, and a strong economic base in the City. Collaboration, innovation, respect, accountability, creativity, transparency, thoughtfulness, and informed risk-taking are attributes and competencies that we are seeking in the candidates.

Look to some of the reasons why the City of San Mateo is a great place to work:

[https://www.youtube.com/watch?v=\\_GTIzeSpc\\_g](https://www.youtube.com/watch?v=_GTIzeSpc_g)

### **What You'll Do**

The Development Review Technician I/II/Senior performs a wide variety of technical, paraprofessional support, and customer service duties related to building permits and development or planning applications; serves the public at the Community Development Department Permit Center; and performs other related work as required.

**Development Review Technician I** - This is the entry level class in the Development Review Technician series that allows the employee to develop journey-level knowledge and skills. Positions in this class typically have little or no directly related work experience. The Development Review Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned. Employees are expected to demonstrate proficiency and advance to the Development Review Technician II classification. Development Review Technician I receives immediate supervision from the Permit Center Supervisor or higher-level department personnel and may receive training and guidance from a Development Review Technician II or Senior Development Review Technician.

**Development Review Technician II** - This is the journey level class in the Development Review Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. They may assist with training of employees in the Development Review Technician I classifications and perform more difficult and complex duties. The Development Review Technician II receives general supervision from the Permit Center Supervisor or higher-level department personnel and may receive

technical and functional lead direction from a Senior Development Review Technician. May provide training and guidance to Development Review Technician I.

Senior Development Review Technician – This is the advanced journey level in the Development Review Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and complex duties and serve as a lead worker to employees in the Development Review Technician I and Development Review Technician II classifications. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility. Senior Development Review Technician receives direction from the Permit Center Supervisor or higher-level department personnel. Serves as a lead worker over Development Review Technicians I/II.

The Senior Development Review Technician is a flexibly staffed classification, and positions are generally filled by advancement from the journey level class of Development Review Technician II through a competitive process, or, when filled from the outside, require prior and advance development review or permit technician work experience.

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

Development Review Technician I/II

- Assist the public at the Permit Center, provide customer service in person, by phone or by email regarding building and development review submittal/application requirements, including but not limited to applicable fees, plan review, permitting, inspection processes and project status.
- Screen and review building permit and development review applications for completeness; enter permit data into permitting software database; route plans and specifications to all applicable City departments and/or outside agencies for review, track plan review process
- Compile building permit and related data as directed, prepare various reports. Review and issue permits for minor applications for conformance with ordinances, applicable state law and department's standards, policies, and guidelines.
- Calculate various fees, prepare fee estimates and apply fees to permits or other development review billings.
- Approve and issue over-the-counter permits.
- Build and maintain positive working relationships with co-workers, other City employees and the public using practical principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Senior Development Review Technician

In addition to the duties listed above, duties may include the following:

- Plan, prioritize, and review the work of staff assigned to a variety of development review support duties.
- Assist the general public with questions regarding building and development review/permit requirements.
- Accept building permit and development review applications, act as lead on complicated plan check input and questions.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Coordinate and prepare counter coverage and daily/weekly task rotation schedules.

- Provide and coordinate staff training; work with employees to correct deficiencies.
- Compile building related data as directed; prepare various reports.

For a complete list of duties, reference our job specifications at [www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Who You Are

### Development Review Technician I:

- You possess knowledge of concepts and techniques of customer service; correct English usage, spelling, grammar and punctuation; public counter customer service methods, procedures, computer equipment, and computer software applicable to assignment; basic arithmetic calculations.
- You possess the ability learn and apply front counter and permitting policies, concepts, and techniques; on a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; on a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less (including blueprints); maintain, update, and ensure the accuracy of fiscal and customer records and data; make mathematical calculations; use sound judgment in recognizing scope of authority; operate and use office equipment including computers and applicable software; maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities; utilize appropriate safety procedures and practices for assigned duties; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner; communicate clearly and concisely, both orally and in writing.

### Development Review Technician II: *(In addition to Development Review Technician I requirements)*

- You possess knowledge of operations, procedures, policies and precedents of the City and the development review process; Principles, methods, and practices of plan checking; Principles and techniques of work planning and coordination; Basic knowledge of building codes and permitting.
- You possess the ability to provide technical and functional leadership and effectively train staff; perform the most complex duties related to building permit issuance; development review applications, and plan checking. understand; interpret and explain department policies and procedures. observe; identify and problem solve office operations and issues for the public; use sound judgment in recognizing scope of authority; operate and use modern office equipment including computers and applicable software; maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities and act as a backup for lower-level staff as assigned; utilize appropriate safety procedures and practices for assigned duties; communicate effectively orally and in writing; relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy; and establish and maintain effective, cooperative and collaborative working relationships with others.

### Senior Development Review Technician: *(In addition to Development Review Technician II requirements)*

- You possess knowledge of principles and practices of technical and functional leadership; principles and techniques of plan checking; policies and procedures of fee assessment and

collection; principles and practices of customer service; permit center customer service methods, procedures, computer equipment, and computer software applicable to the assignment; and English usage, spelling, grammar and punctuation.

- You possess the ability to balance multiple and complex work assignments and manage time wisely; understand and apply customer service concepts and techniques, internally and externally; coordinate and collaborate internally with various divisions and departments on the development review process.

### **What You Bring**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### Development Review Technician I:

- Equivalent to the completion of the twelfth grade supplemented by college course work in planning, architecture, construction technology or a related field.

#### Development Review Technician II:

- At least two years of responsible experience similar to Development Review Technician I.
- Equivalent to the completion of the twelfth grade supplemented by college course work in planning, architecture, construction technology or a related field.

#### Senior Development Review Technician:

- At least two years of responsible journey level experience equivalent to Development Review Technician II or permit technician positions in other jurisdictions.
- Equivalent to the completion of an Associate's degree from an accredited college with major courses work in planning, architecture, construction technology or a related field.
- Possession of an International Code Council Permit Technician Certificate is required within 12 months of employment.

### **Bonus Points (highly desirable)**

- One year of responsible office or clerical experience involving customer service is desirable.
- Possession of an International Code Council Permit Technician Certificate is desirable.
- Experience in a planning, building, contracting, public works, or a related field is highly desirable.
- Supervisory/Leadership experience is desirable.

### **What We Offer**

**Salary:** Development Review Technician I, \$6,512 - \$7,767; Development Review Technician II, \$7,237 - \$8,631; Senior Development Review Technician, \$7,958 - \$9,492.

- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members. Classic employees contribute 8.34% to CalPERS and New members contribute 7.5% to CalPERS with participation in the Social Security Program
- City contribution of 0.5% and a 0.5% City match to Deferred Compensation
- City contribution of 1.0% to Retirement Health Savings
- Bilingual Differential \$195 monthly (if applicable)
- Employee housing loan up to \$7,500 for home purchase or rental move-in assistance in the City of San Mateo

- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program, and Credit Union Membership
- This position is represented by the San Mateo City Employees' Association Unit.

### **Are You Ready? Apply.**

Submit an online application, résumé (recommended), and supplemental questionnaire at <https://www.calopps.org/city-of-san-mateo> or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

### **Application Deadline**

Recruitment will close by Friday, September 5, 2025 @ 5:00 p.m. OR upon receipt of the first 75 applications and supplemental questionnaires, whichever occurs first.

### **Examination Process**

All applications, résumés (*recommended*) and supplemental questionnaires received will be reviewed for minimum qualifications. A fully completed application is required; a resume does not replace the information required on the employment application, including work history. Applications with "see résumé" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these; **a Zoom oral panel interview is tentatively scheduled during the week of September 22, 2025.**

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

**Date Posted** – August 13, 2025

**Note:** *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: [sanmateo@CalOpps.org](mailto:sanmateo@CalOpps.org).*

### **Fine Print**

*Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must*

notify [lcoles@cityofsanmateo.org](mailto:lcoles@cityofsanmateo.org) or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

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**CITY OF SAN MATEO  
DEVELOPMENT REVIEW TECHNICIAN I/II/SENIOR**

**Supplemental Questionnaire**

*Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. **(Questionnaire responses must be submitted with the employment application.)***

1. Please select the Development Review Technician classification that best aligns with your experience, knowledge, skills, and abilities, and provide an explanation of your selection.
  - a. Development Review Technician I
  - b. Development Review Technician II
  - c. Development Review Technician Senior
2. Please provide your definition of quality customer service and provide an example of when you provided this service. What was the outcome?
3. An applicant submits plans for a New Single-Family Dwelling:
  - a. Name a minimum of five (5) essential information items needed to be shown on the Title sheet of the plan set and briefly explain your reasoning.
  - b. How would you evaluate and ensure that the plans submitted are ready for plan review?
4. Please summarize your experience with permit and project tracking software, cashiering/financial software systems.