



ABOUT THE POSITION:

Under the direction of the Building Official, the **Building Technician** provides technical, administrative, and clerical support to the Building Division of the Planning and Building Department. This position provides excellent customer service and assistance to the general public, receives and reviews permit applications, and performs other duties as assigned.

Examples of key job functions include:

- Daily interaction providing essential customer service to the public and other City departments.
- Review of permit applications and plan submittals for accuracy, content, format, and completeness.
- Provide for routing and tracking of submittals.
- Calculate/assess fees, issue building permits, and approve over-the-counter permits as authorized.

THE IDEAL CANDIDATE:

The ideal candidate will have excellent customer service skills and an eye for detail. They must be organized, hard-working, adept at trouble-shooting, and comfortable multi-tasking in a fast-paced environment. The ideal candidate will have a background in construction-related trades and have the ability to quickly learn City processes, building codes, and local law. Minimum requirements include the equivalent of a high school education and three (3) years of increasingly responsible full-time experience in a high-contact, public agency setting.

ABOUT THE DEPARTMENT:

The thirteen-member Planning & Building Department is responsible for the administration of the City's building and zoning ordinances, implementation of the General Plan, enforcement of municipal code, design review and environmental assessment, building permits, and inspections.

ABOUT MILL VALLEY:

The City of Mill Valley is 10 miles north of San Francisco and 40 miles from California's famous wine country. Mill Valley is a town with a rich and eclectic cultural history and a lively and engaged citizenry.

Mill Valley is primarily a suburban community, with distinctive residential neighborhoods representing the many eras of the town's growth from a small mill town to the modern full service city it is today. Our population's approximately 14,000 residents live in a 4.8 square mile area, although we serve as the center for a larger unincorporated Mill Valley area with more than 30,000 residents.



Above: Mill Valley City Hall

With a staff of almost 150 full-time employees and an annual operating budget of \$41 million, the City of Mill Valley is a full-service municipality that prides itself on efficient, effective and courteous service delivery with a commitment to operational excellence.

SALARY AND BENEFITS:

\$5,300 - \$7,103/Month

The City of Mill Valley is pleased to offer a comprehensive benefits package that includes health, dental, life, and long-term disability insurances, a 457-deferred compensation plan, retirement through CalPERS and generous leave.

APPLICATION INSTRUCTIONS:

1. To apply, please visit www.CalOpps.org.
2. Utilizing the application process in the above link, please also upload your Cover Letter and Resume.

Resumes will not be accepted in lieu of the City's official application form, but should accompany the application.

Filing deadline is 11:59 P.M. Monday, February 22, 2021.

FOR QUESTIONS PLEASE CONTACT:

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The City of Mill Valley is an Equal Opportunity Employer.