



CITY OF SAN LEANDRO
invites applications for the position of:

Permits Clerk

An Equal Opportunity Employer

SALARY:

Monthly
\$5,119.00 - \$6,223.00

OPENING DATE: 02/11/20

CLOSING DATE: 02/28/20 05:00 PM

THE POSITION:

Employment Lists shall remain in effect for one year, unless terminated or exhausted. The Employment List generated from this recruitment may be utilized to fill future vacancies while the List remains active.

Position Definition: Performs responsible work including the issuance of building permits pursuant to federal and state regulations and City zoning and building codes; performs general clerical and data entry tasks; performs research and analysis, report writing, field inspection and may as needed provide information to the public in support of planning, zoning and general plan functions; researches and compiles housing and community services data; assists in the preparation of environmental reviews and the monitoring of grant funds; performs related work as required.

Supervision Exercised and Received: This position has no supervisory responsibilities. Receives general supervision from the Permits Center Coordinator or higher-level management staff.

DUTIES AND RESPONSIBILITIES:

Essential Functions: The functions of the classification may include, but are not limited to, the functions below and are subject to changes in operational necessity.

- Types a variety of forms, reports, letters, permits and statements from routine draft, dictation, or general instructions; and composes and prepares routine correspondence;

- Staffs one-stop permit counter; provides information to the public on a variety of matters related to construction permits, zoning and building regulations;
- Reviews and processes building permit applications and associated documents to ensure all relevant plans, forms and information accompany the application;
- Checks building permit application information for compliance with local, State and Federal regulations;
- Reads and interprets blueprints and building plans for compliance to codes;
- Approves less complex building permit applications for issuance and issues a variety of building permits;
- Calculates, collects, records appropriate fees, and accounts for permit fee monies; prepares bank deposits;
- Follows all safety rules and protocols included in the Injury and Illness Prevention Program; takes appropriate action as required to identify and correct safety hazards and report safety concerns to his/her supervisor;
- Performs required duties under the City's disaster response plan;
- Assembles and routes blueprints and associated information to various City departments and agencies for plan review processing and permit issuance;
- Maintains a computerized permit tracking system and variety of records on permit applications; enters appropriate information into logs and maintains logs and records of permits issued; maintains and compiles records files, forms and reports concerning building inspection and plan review activities;
- Receives and processes telephone calls; enters and maintains information in the computerized building and permit tracking systems including new streets and addresses;
- Facilitates as needed the sale of capital improvement project bid packages;
- Attends classes to remain current on code requirements;
- Provides as needed information and assistance to project proponents, property owners and other individuals regarding planning and zoning policies, procedures and practices;
- Compiles, verifies, classifies, organizes and analyzes information pertinent to development services operations, such as demographic, economic, social, environmental, land use, housing data and develops related recommendations;
- Enters and retrieves data from mapping and permit trading systems;
- Assists with the review, investigation, and processing of applications for subdivisions, other developments, variances, use permits, and business licenses in order to secure compliance with federal, state and local laws, regulations and procedures;
- Reviews and processes applications for use permits, site plan reviews, business licenses, building permits and similar applications;
- Prepares various recommendations, reports, correspondence and summaries, including illustrations, maps and graphs; prepares revisions to municipal codes, policies and procedures; presents staff reports and recommendations;
- Performs special projects, reports and analyses as needed;
- Provides as needed on-going administration of the Division's finances and budget in the City's financial management software system;
- Serves as needed as liaison between the Housing Services Division and Finance Department on finance and budget issues related to housing programs and Community Development Block Grant (CDBG) programs;
- Assists in researching and compiling routine housing data and information, such as current rents and housing sales data;
- Provides assistance as needed in supporting the First Time Homebuyer Program, Inclusionary Housing Ordinance, Housing Rehabilitation Program, and/or Rent Review Program; responds to public inquiries; reviews and processes grant/loan applications; coordinates and implements homebuyer education workshops and maintains application waiting lists;

- May assist as needed in the preparation of federal environmental reviews for CDBG or other HUD-funded projects; and
- May assist in monitoring HUD grant funds and other housing and community development grants.

Non-essential Functions:

- Assists with Seismic Earthquake program;
- Performs field work and meetings; and
- Performs other related duties as assigned.

QUALIFICATIONS:

Minimum Qualifications

Knowledge of:

Proper English usage including spelling, grammar and syntax, punctuation and vocabulary;

Basic organization and function of a building, planning or housing division;

Basic mathematics and accounting techniques;

Modern office methods and procedures; including keyboarding skills and use of computer applications;

Microsoft Word and Excel;

Building and zoning codes and regulations; requirements for building permit approval;

Familiarity with pertinent local, State, and Federal laws, ordinances and rules including ordinances and codes related to residential and commercial building permit applications;

Objectives, principles, procedures, and trends in urban planning;

Relevant land use, physical design, economic, environmental and social concepts; relevant mathematical concepts, including statistics and statistical analysis;

Terminology, techniques, and instruments used in land use planning and map drafting; Basic principles and practices of mapping and permit tracking systems;

Housing and community development programs, procedures and practices; and

Finance and spreadsheet computer applications.

Ability to:

Use appropriate office and computer equipment and applications;

Communicate clearly and concisely orally and use correct English grammar in written communications;

Follow oral and written directions;

Work in a fair, tactful and courteous manner with a multi-cultural public, department personnel, City employees, private entities and citizen groups;

Read and interpret blueprints; maintain routine financial reports and records; prepare and maintain a variety of building inspection and plan checking reports and records; evaluate problems and make routine decisions in accordance with established regulations and procedures;

Organize work, set priorities, meet critical deadlines and follow-up assignments with a minimum of direction; as well as use initiative and independent judgment within established guidelines;

Learn, interpret, and apply laws, regulations, policies, procedures, standards and practices associated with urban planning;

Effectively collect, analyze, and summarize information;

Accurately interpret maps, graphs and illustrations;

Prepare recommendations, reports, correspondence, summaries and visual displays;

Research and compile information and data in a clear, organized and accurate manner;

Prepare clear reports, correspondences, memorandums and letters; and

Interpret and analyze basic financial, accounting and budget information and perform financial and budget tasks with accuracy.

Experience and Education Guidelines: Any combination equivalent to experience and education that would most likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: High school diploma or certified equivalent (GED) with courses in mathematics supplemented by responsible clerical, computer and public contact experience.

Experience: One year of experience in performing application review and blueprint reading in a planning or building department; experience in a public agency or comparable private industry organization is highly desired.

Licenses/certifications/other requirements: Must be willing to work such hours as are necessary to accomplish the job requirements; travel to attend meetings, and perform work at assigned City locations. Classification requires the possession and continued maintenance of a valid class "C" California driver's license.

When assigned to the Building and Safety Division:

Possession and maintenance of an International Code Council (ICC) certification in Building, Plumbing, Mechanical or Combination Inspection and/or as a Permit Technician is highly desired.

Conditions of Work: During the course of performing the functions of this position, the employee may encounter the following conditions:

Working indoors, working outdoors, computer monitor use, working around other individuals, directly interacting with others, and working alone.

ADDITIONAL INFORMATION:

Salary and Benefits: The current monthly salary range for this position is \$5,119.00-\$6,223.00. Employment may begin at any step of the range, depending upon the qualifications of the person selected. For benefit information, please refer to the Human Resources tab on the City of San Leandro website www.sanleandro.org. This position is represented by the San Leandro City Employees' Association, Local 21 IFPTE, AFL-CIO.

Application and Selection Process: Apply online by scrolling to the top of the job posting and clicking on the "Apply" link. Completed applications must be on file with the Human Resources Division by **Friday, February 28, 2020 at 5:00 p.m.**

Important: Applications with "See Resume" as a substitution for the work experience description and/or unclear past employment information will not be considered. The application for employment and supplemental questionnaire must be submitted to be considered for this position.

Based on a review of the applications, a limited number of the best qualified applicants will be invited to participate in the selection process, which may include a qualifying written examination, structured oral board interview, written exercise, or other elements determined by the City to be appropriate. All applicants invited to the examination(s) will be notified of date, time, and place of examination(s).

The selection process will consist of the following schedule:

Week of March 9, 2020 - Structured Oral Interview (weighted 100%). Candidates must achieve a passing score of 70% or higher to be placed on the Eligible List. This date is tentative but it is highly recommended that you plan your calendar accordingly. No make-up dates will be offered.

Departmental Interview dates are to be determined.

The selected candidate will be subjected to a background investigation which may include, but is not limited to, a personal and employment history assessment, criminal history check, financial background check, medical, polygraph, psychological testing, and verification of a valid

California driver's license.

In accordance with Federal law, the City of San Leandro will hire only those individuals who are legally authorized to work in the United States. As a condition of employment, you will be required to present proof of your identity and employment eligibility.

A one-year probationary period, which is an integral part of the selection process, is used to observe and evaluate the employee's ability to effectively and responsibly perform the duties of the position.

Americans with Disabilities Act: In accordance with the Federal Americans with Disabilities Act, the Human Resources Division will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise the Human Resources Division prior to 5:00 p.m. of the final filing deadline if accommodations are required. Medical documentation must be provided upon request.

Disaster Service Worker: All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

Mission Statement: We, the employees of the City of San Leandro are dedicated and committed to serving the citizens of this community. We strive at all times to achieve the highest professional standards, to communicate a vision of the future, and to enhance the quality of life for every citizen.

Retirement: The City of San Leandro contracts with the California Public Employees' Retirement System (CalPERS).

Veteran's Preference: If applying for first-time employment with the City of San Leandro within five years of separation from full-time active service, veteran's preference points will be given to honorably discharged veterans who served a minimum of three consecutive years of full-time, active service in the Armed Forces of the United States. Candidates must receive an overall passing score in order to qualify for the application of veteran's preference, which will result in a three percent increment to that passing score. Applicants wishing to qualify must, prior to the application deadline, attach or provide a DD Form 214 as proof of eligibility for the veteran's preference.

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Information contained herein is subject to change without notice.

To view the job posting, visit <http://www.sanleandro.org> and click-on the employment tab at the top of the home webpage. On the 'Job Opportunities' page, click-on the job title to view the posting with more details about the essential job duties, minimum qualifications and salary and benefits.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sanleandro.org>
OUR OFFICE IS LOCATED AT:

Job #2020-08
PERMITS CLERK
TJ

835 East 14th Street
San Leandro, CA 94577
510-577-3396
510-577-6089
tjohnston@sanleandro.org

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Permits Clerk Supplemental Questionnaire

* 1. Do you possess a high school diploma or certified equivalent (GED)?

Yes No

* 2. Please describe your experience reading and interpreting blueprints and building plans.

- Up to six months' experience
- Six months to one year of experience
- More than one year of experience
- No experience

* 3. Possession of an International Code Council (ICC) certification in Building, Plumbing, Mechanical or Combination Inspection and/or as a Permit Technician is highly desired. Do you possess any of these certifications? If so, list below. If not, type "N/A."

* 4. Describe your experience working with computers, automated systems, and databases (e.g. Accela). Include the software applications in which you are proficient and the types of documents you have produced. Be specific.

5. Please describe a time when you had to change your approach to a customer because your initial attempts were unsuccessful.

* Required Question