



The City of East Palo Alto invites applications for the position of

PLANNING PERMIT TECHNICIAN

**Salary: \$5,725 - \$6,959 Monthly
\$33.03 - \$40.15 Hourly
Plus an attractive benefits package**

Deadline to Apply: Friday, October 17, 2025 at 11:59 PM

The City of East Palo Alto is actively seeking a detail-oriented, welcoming, problem solver for the Full-Time Planning Permit Technician position. The Planning Permit Technician performs a variety of routine to complex administrative and technical support duties related to City planning and in support of related services and activities of the Community and Economic Development Department. This role explains ordinances, requirements, City codes, and department procedures for building contractors, architects, engineers, builders, and the general public pertaining to land development, improvement permit requests and concerns. The selected candidate will receive and review plans and applications for completeness. In addition, they will gather, analyze, and summarize data and perform related duties, as assigned.

This position is expected to be in office Monday through Friday. Upon successful completion of probationary period, hybrid options may be available. This is an open competitive/ promotional recruitment, meaning that it is open to qualified permanent employees and any other applicants who meet the minimum qualifications. Two employment lists will be created for internal promotional and an open list of all other non-current EPA employees.

IDEAL CANDIDATE WILL:

- Be proactive thinker and solutions-oriented professional who enjoys providing high quality customer service with a positive team spirit.
- Be a flexible self-starter who is enthusiastic, open to new ideas, creative, and works independently and with a team with minimal supervision.
- Possess the ability to work in a fast-paced environment with numerous deadlines, to multi-task and is detail-oriented and accurate in their work.
- Be an excellent communicator with strong writing and public speaking skills
- Have the ability to receive feedback and adjust.
- Be detail-oriented and have strong analytical skills.
- Have experience maintaining effective and harmonious working relationships with all levels of staff, elected officials, community partners, and the public.

EXAMPLES OF DUTIES:

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

- Assists and advises the public in the preparation and filing of applications for zoning changes, variance permits, tentative tract and parcel map approval, site plan and design review, residential development use permits, and other requests for services.
- Confers with architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; provides and clarifies information relative to land use, zoning, code interpretation, general plan compliance, signage, and other issues.
- Reviews routine to moderate scale commercial, industrial, and residential development proposals, plans, and applications for issuance of zoning clearance and for compliance with appropriate codes, ordinances, standards, laws, rules, regulations, and policies; provides interpretations of the California Environmental Quality Act (CEQA), Subdivision Map Act, and local environmental guidelines; calculates permit fees; prepares bills,

collects fees and issues receipts; identifies corrective actions to be taken by owners; recommends improvement and rehabilitation programs; conducts follow-up and verifies completeness of submittal.

- May provide support with the preparation of staff reports and agenda packets; Assist as a backup with coordinating zoom or in-person meetings, attend and takes minutes for Planning Commission and/or any other Community Development-related boards and commissions meetings, including evening meetings, as requested.
- Reviews permit applications, plans, specifications, and supporting documents for completeness and compliance with legal standards and City requirements; calculates permit fees; prepares bills, collects fees, and issues receipts; issues building, plumbing, mechanical, and electrical permits, and issues contractor business licenses as established by guidelines.
- Reviews plans submitted for Building Plan Check and permits for planning issues and approval; and approves plans, submittals, and/or other accompanying documents for routine or less complex projects, such as patio covers, room additions, and minor tenant improvements; assists in processing construction plans for commercial and residential projects; files or routes information to appropriate City departments.
- Provides appropriate development review information regarding planning related ordinances, including the development code, procedures, and requirements to the public including homeowners, developers, contractors, engineers, and architects, in person and over the counter, online and telephone answering questions and providing information regarding zoning, land use, development standards;
- Provide guidance with the City's entitlement process; receives and reviews applications for building permits for completeness; receives and records zoning and code compliance complaints, establishes appropriate files, performs inspections of document violations, coordinates actions with those of other agencies, and implements appropriate procedures to correct or resolve each complaint and violation.
- Tracks and monitors status of development plan reviews; prepares standard periodic and special reports are required; researches files regarding prior actions, decisions and development activities.
- Performs a wide variety of routine to complex administrative duties in support of the Community and Economic Development Department; establishes and maintains filing systems; creates and modifies forms as necessary; prepares and proofreads a wide variety of correspondence, letters, memoranda, reports, statistical charts, and other written materials; distributes reports internally and to various governmental offices; organizes and assembles documents; files and catalogues maps, photos, and other planning division exhibits and documents; verifies accuracy of information; researches discrepancies and records information; and provides planning support for Code Enforcement, as assigned.
- Monitors and coordinates office paperwork and activities, including binding bids, permit files and microfilm, distributing mail, answering phones, updating webpages, printing flyers, and conducting a variety of special projects of a routine administrative nature.
- Applies departmental policies and procedures in determining completeness of applications, records, and reports; provides information and forms to the public; processes appropriate information.
- Compiles information and data for statistical and financial reports; maintains a variety of statistical records; checks and tabulates statistical data.
- Contacts the public and outside agencies in acquiring and providing information and making referrals.
- Participates in the introduction of new technology as needed to advance the Department's capabilities to serve customers effectively and efficiently.
- Provides input into departmental procedural and processing issues; recommends policy and procedural improvements related to counter activities and/or other areas of responsibility; recommends changes to codes, rules and regulations, forms and procedures to correct identified problems and to help ensure the process is efficient, effective and fair; and at the direction of the Planning Manager, prepares policy and procedures associated with the development process.
- Provides technical support for special events and special promotions programs.

- Provides instruction and training to new temporary or part-time staff as assigned.
- Performs other related duties as assigned

QUALIFICATIONS:

Knowledge of:

- Organization, procedures, and operating details of the Community and Economic Development Department and the Planning Division.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to building, engineering, land use, and/or urban planning, sufficient to answer questions and provide information to the public; applicable zoning and related laws and regulations.
- Business letter writing and basic report preparation.
- Geographic, socio-economic, transportation, political, and other elements related to city planning.
- General concepts of architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of urban planning.
- Researching and reporting methods, techniques, and procedures.
- Recent developments, current literature, and sources of information related to planning, zoning, and environmental review.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation

Ability to:

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Read and interpret plans, specifications, related planning documents, and maps.
- Calculate square footage, fees and/or penalties from plans, and fees for zoning permit applications.
- Perform detailed, technical, and specialized planning and zoning and/or permit support work.
- Analyze site design, terrain constraints, land use compatibility, utilities, and other urban services.
- Conduct routine research projects, evaluate alternatives, and make sound recommendations.
- Read and understand technical drawings and specifications.
- Coordinate assigned activities with other City departments and agencies as required
- Perform the full range of office and administrative support duties and tasks.
- Respond to and effectively prioritizing multiple phone calls, walk-up traffic, and other requests and interruptions.
- Establish and maintain a variety of filing, record-keeping, and tracking systems; Maintain accurate logs, records, and basic written records of work performed.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Make accurate arithmetic, financial, statistical and planning computations.

- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Make sound, independent decisions within established policy and procedural guidelines.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

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

Education: Equivalent to graduation from the twelfth (12th) grade. An Associate's degree (or equivalent) desired. A Bachelor's Degree from an accredited college or university in Urban Planning can be substituted for experience.

Experience: Two (2) years increasingly responsible support experience in a planning, zoning, and/or environmental issues.

License and Certifications: Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.

ABOUT THE CITY: The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley, and is uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. In 1983 the residents decided to incorporate as East Palo Alto. The population is approximately 31,500 with an area of 2.5 square miles.

ABOUT THE DIVISION: The East Palo Alto Planning Division is responsible for current and long-range planning within the city. The division maintains and updates the city's General Plan and interprets and enforces the city's Zoning Regulations. The division provides support to the Planning Commission.

BENEFITS: The City of East Palo Alto offers a competitive benefits package, including choices among plan options for medical, dental, vision, life insurance, short and long-term disability, and CalPERS long-term care insurance.

Union Membership: This position is non-exempt and subject to the overtime rules of the Federal Labor Standards Board and is part of the Service Employees' International Union group (SEIU).

Health Benefits: For medical coverage, the City contracts with Sutter Health and Kaiser Permanente. The city pays 100% employee-only Kaiser Coverage and 65% Dependent Coverage up to the Kaiser Coverage Plan. If enrolled in Kaiser High-Deductible Plan, the City will contribute \$2,000 into a Health Equity Savings Account prorated to the date of hire.

Dental insurance: is through Delta Dental. The city pays full cost for employees only.

Vision: Supplemental Insurance with VSP (employee paid)

Long-Term Disability: City paid.

Life Insurance: The City pays for coverage of \$25,000

Retirement: CalPERS Classic Members - 2.5% @ 55 formula Employee pays 8% employee contribution. * Three (3) year average final compensation.
CalPERS New Members—2% @ 62 formula Employee pays 7.75% employee contribution. *
Three (3) year average final compensation

Sick Leave: 3.7 hours biweekly

Vacation: Accrual ranges from 80 – 200 Hours per year based on years of continuous service with the City

Holidays: 13 Paid Holidays per year

Bilingual Pay: Additional \$50 / pay period for those asked to translate in languages other than English in order to perform assigned job duties. The candidate will be required to pass a bilingual test.

Tuition Reimbursement: \$600-\$1,000 per year

Deferred Compensation Plan: The City offers an optional 457 Plan through Mission Square.

Employee Assistance Program: The City of East Palo Alto offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

Flexible Spending Plan: Voluntary pretax employee contributions up to \$2,650 for health care expenses and up to \$5,000 for dependent care expenses per year.

SELECTION PROCESS:

It is important to complete all required application materials. Applications will be reviewed in detail to identify the most qualified candidates to move forward to the next phase in the recruitment process. The most qualified will be invited to a practical exam that may include, but is not limited to, a computer typing, written, or multiple-choice exam. Those who score the highest on the exam will advance to the next phase of the recruitment process. The tentative schedule for the panel interview is November 4, 2025, and the final selection interview is November 11, 2025. **Completion of the application is a required part of the application and examination process. "See Resume" will not be acceptable as completing the application.**

APPLICATION PROCESS:

To be considered for this exciting opportunity, candidates should apply through CalOpps.org. Please follow this link. <https://www.calopps.org/city-of-east-palo-alto>. Complete an online application and the required supplemental questionnaire. Please be sure to provide enough information in the duties and responsibilities section of your application. All materials must be included to be considered as a candidate.

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The City of East Palo Alto is not responsible for the failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the recruitment process or additional inquiries about the position should advise the Human Resources Team at hr@cityofepa.org or (650) 853-3116.

**THE CITY OF EAST PALO ALTO
IS AN EQUAL OPPORTUNITY EMPLOYER**