



The Town of Portola Valley
Invites Applications for:

Development Review Technician I/II

Application Filing Deadline: Friday, June 24, 2022

Apply by sending letter of interest, resume,
and supplemental questions to:

pvhr@portolavalley.net

*Please include "Development Review Technician Recruitment" in the Subject field

POSITION DESCRIPTION ~

The Town of Portola Valley has an exciting opportunity for someone starting their career in Planning and Building or for a more seasoned professional. The successful candidate will join a staff that brings teamwork and a sense of humor to what we do.



On a daily basis, the Development Technician will perform a variety of technical work associated with receiving and processing planning and building applications. This includes customer service at the front counter, virtual counter and other office tasks related to department operations. The Technician will have responsibilities in both Planning and Building, and may have assignments related to Engineering services.

The Development Review Technician I is an entry level class and may have little to no directly related work experience and will work under immediate supervision while learning job tasks. The Development Review Technician II is the journey level in the series. Appointment to Development Review Technician I or II will be made at the appropriate level in consideration of application materials and interviews.

OUR IDEAL CANDIDATE ~

We are looking for someone with the following characteristics:

- Team oriented – invested in good work and positive outcomes for all team members
- Strong communication skills – the ability to communicate in a confident, effective, and courteous manner
- Resident focused – enjoys serving the public and providing great customer service
- Sense of humor, friendly and approachable
- Detail oriented but also able to see the big picture

REPRESENTATIVE DUTIES ~

Please review the complete job descriptions for **Development Review Technician I/II**. Representative duties include:

- Provide customer service at the front counter, by phone, email, virtual meeting, and other communications methods
- Perform preliminary review of permit applications, review application materials with applicant to ensure comprehensive and accurate documents, identify any document gaps and provide information to the customer on what is needed to complete the application.
- Calculate, receive and process fees for permits and other payments as required.

- Conduct field investigations as necessary to ensure conformance with regulations and conditions.
- Perform technical duties in support of the Planning Commission, Architectural and Site Control Commission, and other related committees including, but not limited to, preparation of agendas, meeting notices, packet preparation, web posting, room set-up, and finalization of minutes and resolutions.
- Type, proofread and word process a variety of correspondence, letters, forms, minutes and documents from rough drafts and verbal instruction; compile data and prepare various reports.

QUALIFICATIONS ~

Please review the complete job descriptions for Development Review Technician I/II for the knowledge and abilities expected for each position. Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: A Bachelor’s degree from an accredited college or university with major course work in land-use planning, real estate, construction management or a related field.

Experience:

Development Review Technician I – Internship, construction, office, or customer service experience is desirable.

Development Review Technician II – Two years of increasingly responsible experience performing technical development review activities similar to that of a Development Review Technician I with the Town of Portola Valley.

License or Certificate: Possession of, or ability to obtain, a valid California Driver’s License; Individuals that do not meet this requirement due to a disability will be reviewed on a case-by-case basis. ICS 100, 200, and 700 certification. ICC Permit Technician Certificate desired but not required.



COMPENSATION AND BENEFITS ~

Salary- Within this range depending on qualifications:

Development Review Technician I - \$65,000 - \$74,500 annually
Development Review Technician II - \$71,092 - \$85,185 annually

The Town's employee benefits for this position currently include the following:

- Participation in the State of California Public Employees Retirement System (CalPERS) in the 2% @ 62 retirement plan (some individuals may be eligible to participate in a different CalPERS retirement benefit dependent upon prior CalPERS service).

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- Generous contribution to Cafeteria Plan (Section 125) for employee to select from CalPERS medical plans, opt-out, or deferred compensation plan. The Cafeteria Plan allowance is adjusted annually on January 1.
- Nine paid holidays per year plus business days between Christmas and New Year's Day.
- Up to 20 days of vacation per year (depending on years of service).
- Twelve days of sick leave accrued per year.
- Option for 9/80 work schedule.
- Tuition reimbursement; long-term disability insurance; and life insurance.

Please note that the Town also participates in Social Security.

ABOUT THE TOWN AND DEPARTMENT~

The Town of Portola Valley lies in the scenic foothills of southern San Mateo County just five miles west of Palo Alto. Covering ten square miles and with a population of approximately 4,500, the Town prides itself on its small-town rural character. Since incorporation in 1964, development in Portola Valley has been measured and the Town has retained a rural ambiance. Residents treasure the Town's nineteen hundred acres of permanent open space, environmental heritage, and sustainability ethic. An extensive trail system, scenic roads, and natural views of the western hills contribute to one's feeling of being in the country for residents and staff alike. The Town has a budget of approximately \$7 million with a total of seventeen full-time employees. Given its size, staff is team and customer-oriented, resulting in a friendly and professionally casual work atmosphere.

The Planning and Building Department includes a Director, two Planners and two Technicians. This position would be new to the department. The staff team is committed to excellent work in a fun and collaborative atmosphere. Full time staff is augmented with consultant planners, code enforcement and building inspection services.

EVALUATION AND SELECTION PROCESS ~

Join this collaborative environment, with an exceptional team, who really care about the Town and its residents. **To apply, please submit a letter of interest, resume, and response to the Supplemental Questions below to pvhr@portolavalley.net. Please include "Development Review Technician" in the Subject field.**

Supplemental Questions:

1. What level position are you applying for- Development Technician I or II?
2. Describe what quality customer service means to you. What are the three qualities of excellent customer service?
3. What is your experience working as an intern, permit technician or other relevant experience?

Initial Filing Deadline: Friday, June 24, 2022, at 5 pm
Applications will be reviewed until positions are filled.

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Letters of interest, resumes, and supplemental questions will be reviewed, and the most qualified candidates will be invited to participate in an interview process. The interview process may include an evaluation of technical skill. The first round of interviews is anticipated to be held the week of July 11th.

The selected candidates will be required to complete an employment application and a thorough background investigation including reference check. The selected candidate will also be required to provide proof of degrees, certifications, licenses, required training, and any additional information needed to verify qualifications and eligibility to work in the United States.



The Town of Portola Valley is an equal opportunity employer. Candidates will be given consideration without regard to race, gender, age, disability, sexual orientation, military service, national origin, or other protected status. The provisions of this job announcement do not constitute an implied contract. Any provisions may be modified or revoked without notice.