

The Town of Tiburon invites applications for the position of

BUILDING PERMIT CLERK/TECHNICIAN



**THE TOWN OF TIBURON HAS
AN EXCITING NEW OPPORTUNITY!**

SALARY

Permit Clerk: \$4,271 to \$5,338 per month

Permit Technician: \$4,928 to \$6,160 per month

RETIREMENT

CalPERS 2% at 55, single highest year calculation for "classic" members and 2% at 62 for "new" members to the CalPERS system.

CAFETERIA BENEFIT PLAN

The Town will provide a monthly allowance of \$1,559.72 towards medical, dental, life insurance, and long-term disability insurance. If the full amount is not used, any remaining portion up to \$400 per month shall be deposited into the Town's Deferred Compensation Plan in the employee's name. If cost of benefits exceeds allowance, the difference is paid by employee through payroll deductions.

VACATION

12 days per year for the first five years, increasing after five years.

SICK LEAVE

Accrue one day per month; unlimited cap.

HOLIDAYS

12 paid holidays per year.

The Town of Tiburon is located just north of San Francisco, in Marin County, California. It is accessible by ferry from downtown San Francisco, as well as by automobile from Highway 101 and Highway 131, otherwise known as Tiburon Boulevard. The exceptional views, high quality of schools, and high level of public service make Tiburon one of the most desirable places to live in the State.

The Community Development Department consists of the Building Division and the Planning Division. The Building Division is responsible for ensuring that construction in the Town is compliant with adopted California Building Codes and in conformance with accepted building practices.

The Division issues permits, conducts inspections, performs plan check reviews for construction applications, and conducts residential resale inspections. There are four full-time employees in the Building Division consisting of the Building Official, Building Inspector, Permit Technician, and Building Permit Clerk.

The Building Permit Clerk or Technician acts as an aide to the Building Official by maintaining accurate and readily accessible records of permit applications, inspection logs, resale reports, plan reviews, and interagency approvals. Under the direction of the Building Official, the Clerk/Technician assists engineers, architects, contractors, homeowners and others by telephone, internet or in person.

**FIRST CONSIDERATION WILL BE GIVEN TO
APPLICATIONS RECEIVED BY:**

MARCH 22, 2018 AT 5:00 PM

BUILDING PERMIT CLERK/TECHNICIAN

THE IDEAL CANDIDATE

The ideal Building Permit Clerk/Technician will be a team player willing and able to follow directions and to work with a spirit of cooperation. He/she will understand the importance of public service and quality customer service, with an appreciation for the high level of service expected of a Town employee.

Additionally, the ideal candidate will be able to:

- Interact with the public and be able to resolve difficult situations with tact, respect, and a calm demeanor.
- Be detail oriented, with excellent verbal and written skills, and a talent for keeping accurate and readily accessible records.

BUILDING PERMIT TECHNICIAN

The Building Permit Technician is distinguished from the Building Permit Clerk in that they have obtained ICC Permit Technician certification and possess two years of experience in a building department. Preference will be given to candidates who possess the required certification.

EXAMPLES OF DUTIES

- Conveys information to the public – in person and on the phone – regarding building ordinances, codes, and the building permit application process and procedures.
- Assists the public in completing building permit applications and necessary forms.
- Sorts and routes permit application packages.
- Prepares files, writes routine reports, and maintains a variety of records.
- Determines and collects fees for permits and other review and regulatory services.
- Reviews building permit applications for completeness.
- Directs the public to various Town departments for information necessary to apply for permits.

QUALIFICATIONS

Any combination of experience and training that would likely meet the required knowledge and skills listed below. Typically, high school graduation and two years of responsible full-time clerical or administrative support that requires the use of customer service skills. Ideal candidates will have experience in an engineering or construction work environment. Permit Technician requires possession of ICC certification.

- Modern office procedures and practices including correct punctuation, spelling, grammatical usage, filing, indexing and cross-referencing methods.
- Computer software applications and data base management.
- Basic applied mathematics and simple accounting procedures.

TO APPLY

Apply online at www.townoftiburon.org/jobs or submit a completed application package, including application, resume, and cover letter to jobs@townoftiburon.org or Management Analyst, Town of Tiburon, 1505 Tiburon Blvd, Tiburon, CA 94920.

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The Town of Tiburon is an equal opportunity employer

