



City of Sanger California

THE CITY OF SANGER IS CURRENTLY RECEIVING APPLICATIONS FOR THE POSITION OF:

PROGRAM TECHNICIAN

TO APPLY ONLINE: www.calopps.org

CURRENT SALARY RANGE: \$3,312 - \$4,027 per month

APPLICATIONS MAY BE FILED AT: PERSONNEL DEPARTMENT
SANGER CITY HALL
1700 7TH STREET
SANGER, CALIFORNIA 93657

FILING DEADLINE: Friday, December 15, 2017

EXAMINATION: Written Exam, Oral Board interview,
Performance Exam and/or any combination
thereof.

DEFINITION

Under general supervision, performs technical duties in regards to Planning, Building, and other Development processes; reviews applications such as building permits, parcel maps, lot splits, zone changes, and environmental assessments for compliance; performs technical/administrative duties; and performs additional responsibilities as required.

This position will be assigned to the Community Development Department.

EXAMPLES OF DUTIES

- Review building/construction plans, tract and parcel maps; advise on required permits, determine and collect appropriate service/development fees and charges and issue permits
- Review basic building plans and other development related applications, for conformance with appropriate regulations and conditions of approval for a specific case
- Assist the general public by providing basic information on zoning and development related case processing

Equal Opportunity Employer

EXAMPLES OF DUTIES CONTINUED

- Provide information on and review contractor's liability insurance for adequacy
- Compile and analyze information and assist in the preparation of a variety of narrative and statistical reports
- Provide a wide variety of clerical work including proofreading, keyboarding, filing, checking and recording information on records
- Compute and process fees, deposit amounts, maintain ongoing accounting and refund of fees and deposits
- Operate standard office equipment, including personal computer and related software programs
- Provide lead supervision for a service area as assigned
- Provide information to the public regarding City development standards, City policies and procedures, California Building Code and building permit process
- Review applications for completeness and researches applications and permit status
- Perform minor technical plan check to ensure compliance with Public Works Standards, submittal requirements, development conditions, improvement standards, construction specification, and city ordinances
- Plan checks and issues "over the counter" building permits for less complex projects as signs, fences, patios, residential solar permits, mechanical/electrical permits
- Perform permit-related monetary transactions, accounts receivable coding, billing inquiries, and invoicing
- Review logs, coordinates and routes various plans and permit applications
- Provide information to the public in person and on the telephone regarding building permit applications and fees
- Maintain familiarity with ordinance and procedural changes
- Provides information to the public regarding such areas as zoning classifications, development standards and permit processes
- Review and issue temporary use permits and home occupation permits
- Input permits into computer and map tracking systems
- Draft rough maps and plots land use information
- Make title searches
- Prepare and distribute agenda packets for Development Review Committee
- Attend meetings and prepares memorialization of meetings
- Assist in researching new development standards and ordinances
- Compile technical data for analysis such as demographic information and land use information
- Perform various administrative duties including issuing notices of determination and recording subdivision maps
- Prepare and maintain Development Services website information
- Gather, compile and analyze data and prepares technical reports in narrative, graphic, pictorial, tabular, written and oral form
- Contact public agencies, private firms, consultants, City personnel and the public to obtain and impart authoritative information and data; and performs related duties as assigned

DESIRABLE QUALIFICATIONS**Knowledge of:**

- Business English, spelling and arithmetic
- Modern office practices, procedures and equipment
- Operation and care of office equipment
- Current information sources and research techniques in the field of urban planning
- Planning codes and standards governing zoning and building activities
- Personal computer operation and relevant software applications
- Drafting nomenclature, symbols and conventions
- Procedures and techniques of permit processing and basic process for plan review and inspection
- Interpret and understand architectural/engineering building plans, improvement standards, construction standards, and city ordinances
- International Building & State Housing Codes
- Project tracking methodologies
- Basic mathematics and statistical analysis
- Manual and automated filing systems
- Principles and practices of urban planning
- Computer usage and applications including spreadsheets
- Administrative research techniques
- Geographic Information Systems (GIS)
- Intermediate mathematics and statistics
- English grammar, spelling and composition
- Recordkeeping principles and procedures
- Principles of composition and report writing
- Modern office methods including keyboard skills
- Bilingual (English/Spanish) preferred
- Knowledge of local zoning as well as state and local building codes
- Principles and practices of the construction permit process
- Computer operation and associated office and permitting programs
- Record-keeping methods
- Modern office methods and procedures
- English usage, spelling, grammar and punctuation
- Basic mathematics
- Filing system and procedures

Ability to:

- Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, schematics, standard drawing, codes and ordinances
- Maintain a variety of records and files
- Make arithmetical calculations quickly and accurately
- Communicate effectively and tactfully with individuals and small groups in writing
- Establish and maintain effective working relationships with associates, officials and the general public
- Perform multiple tasks at one time
- Work in a standard office environment
- Analyze, organize and systematically compile technical and statistical information, and to prepare routine reports
- Ability to read building plans, site plans, building elevation plans and grading plans
- Communicate clearly and concisely, orally and in writing
- Work effectively in a high volume, fast paced environment
- Plan and prepare comprehensive, clear and concise reports with sound recommendations
- Provide superior customer service
- Properly use Business English, spelling and arithmetic
- Modern office practices, procedures and equipment
- Operation and care of office equipment
- Interpret and apply ordinances and regulations
- Prepare technical reports, documents and correspondence
- Analyze and systematically compile technical and statistical information
- Read maps and aerial photographs to obtain information such as land use, distance, topography
- Use measuring devices such as engineering scales and architectural scales
- Understand engineering and building plans
- Learn and apply computer applications
- Plan, prepare, and provide public presentations
- Prioritize work and meet deadlines
- Understand and carry out oral and written technical instructions
- Communicate effectively in English, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public
- Speak and write effectively to express ideas on technical subjects clearly and concisely
- Maintain office records and files
- Attend occasional evening meetings
- Establish and maintain effective working relationships with those contacted in the course of work
- Operate a vehicle observing legal and defensive driving practices

MINIMUM QUALIFICATIONS

License/Certificate: Possession of or ability to obtain a valid and appropriate California Driver's License by time of appointment.

Education/Experience/Training: Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background would be one (1) year of increasingly responsible administrative experience in a municipal or county planning department; or two (2) years of college with major coursework in planning, engineering, architecture, geography, public administration, or a closely related field.

PHYSICAL DEMANDS

Work is typically situated in standard office environment with some field work. This may result in some exposure to weather and requires the ability to perform duties in areas of unstable footing. Hand-eye coordination is necessary to operate computers and various office equipment. Stand, walk, use hands to finger, handle, feel or operate objects, tools or controls, reach with hands and arms, sit, climb, balance, stoop, kneel, talk, hear, and smell. Occasionally lift and/or move up to 25 pounds. Vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

SELECTION PROCEDURE

Applications received by the filing date will be reviewed for accuracy, completeness and job-related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process - which may be any combination of written, oral and/or performance exams. Appointment is subject to successfully passing a pre-employment physical, background and criminal history check. Before starting work, applicants must present documentation of their identity, authorization to work in the United States, and California Department of Motor Vehicles driving record. Following appointment, a minimum six-month probationary period is required as the final phase of the selection process.

APPLICATION PROCESS

Applications are available at Personnel Department, City Hall, 1700 7th Street, Sanger, CA 93657 or www.ci.sanger.ca.us. Applications must be complete and received prior to the filing deadline. **POSTMARKS ARE NOT ACCEPTED.**

Resumes will not be accepted in lieu of a completed application. All statements made on the application are subject to verification; false statements will be cause for disqualifications or discharge.

AN EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES & HANDICAPPED INDIVIDUALS ARE
ENCOURAGED TO APPLY

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the City of Sanger Personnel Department.