

RESOLUTION NO. 1-2019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA REVISING THE PERMIT TECHNICAN JOB DESCRIPTION AND REALLOCATION OF PLANNING DEPARTMENT CLASSIFICATION

WHEREAS, the City of Pacifica reviews the business needs of the Planning Department;

WHEREAS, it is the City's intent to continue to provide its residents with quality service within the Planning Department;

WHEREAS, it is the City's desire to improve efficiency by appropriately staffing the Department;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pacifica, California, that the proposed job description update and reallocation of the Administrative Clerk II to a Permit Technician be adopted, with an effective date of January 14, 2019 be adopted.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on January 14, 2019 by the following vote of the members thereof:

AYES, Councilmembers: Vaterlaus, Martin, Beckmeyer, Bier, O'Neill

NOES, Councilmembers: None

ABSENT, Councilmembers: None

ABSTAIN, Councilmembers: None


Sue Vaterlaus, Mayor

ATTEST:


Sarah Coffey, City Clerk

APPROVED AS TO FORM:


Michelle Kenyon, City Attorney



PERMIT TECHNICIAN

DEFINITION

Under general supervision, performs a variety of technical and administrative duties in support of the Planning Department including providing information to the public.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision from higher level management. May provide work review and instruction to less experienced staff.

ESSENTIAL AND IMPORTANT DUTIES

- Perform a variety of technical and administrative tasks in support of the Planning Department.
- Serve as the first point of contact for the Planning Department. Greet/acknowledge customers who contact the Planning Department while assessing the nature of issue with appropriate and timely responses.
- Review, process and issue various permits and applications utilizing the City's permit and project tracking system.
- Provide information concerning various permit and application requirements, codes and inspection procedures to internal and external customers, contractors, design professionals and the public.
- Receive and respond to inquiries from the public, contractors, developers, City employees, and other parties.
- Establish filing systems; maintain records, files, databases, and reference materials; assist with plan/map filing.
- Calculate and collect fees; track applications including researching and resolving billing issues with various parties.
- Prepare a variety of reports, letters, agreements, and other correspondence.
- Prepare and distribute Commission and Committee agenda packets. Attend meetings as needed.
- Post notices and prepare mailings for public hearings on individual properties.
- Schedule building inspections.



- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

Education and Training

Associates Degree in business, engineering or closely related field.

Experience

Two years of administrative work experience.

Work experience related to code enforcement, building, planning growth, development and redevelopment is highly desirable.

Licenses

Must possess a valid California Class C driver's license and have a satisfactory driving record.

Knowledge of

- Federal, state and municipal codes, ordinances, and regulations related to planning and building construction, electrical, plumbing, and mechanical installations.
- Advanced English usage, spelling, grammar and punctuation.
- Modern office procedures, methods and computer equipment, technology.
- Business correspondence writing and report preparation.
- Budget and fiscal control procedures and techniques.
- Functions and organization of municipal government.
- Principles and procedures of record keeping.

Skill/Ability to

- Independently perform a variety of highly responsible and technical administrative duties in support of the Planning Department.
- Understand the organization and operation of the City and of outside agencies necessary to assume responsibilities.



- Recognize and appropriately handle materials in a sensitive and confidential manner.
- Understand, interpret and apply pertinent policies, laws and rules.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Multi task with constant interruptions.
- Analyze situations carefully and adopt effective course of action.
- Compile and maintain complex and extensive records and prepare reports.
- Receive and prioritize requests for information.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Physical Demands

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Adopted Date: May 2004

Status: Non-Exempt

Bargaining Unit: Teamsters Local 856 – Miscellaneous

Revised Date: January 2019

Former Titles:

Abolished: