

Development Review Technician I/II or Senior Development Review Technician

Job Type	Full-Time	Department	Planning and Building Department
Salary	\$ 55,415.00 - \$ 108,394.00 Per Year	Location	Portola Valley, CA, USA
Description			

The Town is searching for one (1) Development Review Technician at the I, II or Senior level.

The Town seeks a customer service forward Development Review Technician I/II/Senior to perform technical and administrative work in development review services including Planning and Building; assists the public at the counter, on the phone, over email, and other communications methods; provides technical information related to the application for and issuance of permit applications; accepts plans, calculates fees, routes and processes applications; and performs related work as required. This position serves as the front desk ambassador to the community at the front counter.

This position will report to the Planning and Building Director.

DISTINGUISHING CHARACTERISTICS

Development Review Technician I - This is the entry level class in the Development Review Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Development Review Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Development Review Technician II - This is the journey level class in the Development Review Technician series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

Senior Development Review Technician - This is the advanced journey level in the Development Review Technician series. Incumbents provide work coordination and training for other Development Review Technicians (as applicable), as well as perform the full range of technical building and planning support duties. They are required to possess thorough knowledge of the requirements, processes and procedures of the Planning and Building Department, and some working knowledge of Public Works is desirable. This position is distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, and independence of action taken. Incumbents are expected to provide more comprehensive support to the Planning and Building Department and may be assigned work coordination and lead responsibilities.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Perform a variety of customer service and technical duties in support of the Town's Planning, Building, and Public Works permit processing operations.
- Provide customer service at the front counter, by phone, email, virtual meeting, and other communications methods; demonstrate a willingness to be attentive, understanding, responsive, fair, courteous and actively maintain a positive customer service environment.
- Within guidelines, interpret and explain policies and regulations accurately and tactfully.
- Receive appropriate application plans and materials; route plans to appropriate departments, consultants, and agencies; log, monitor and track reviews; and issue permits
- 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.
- Schedule inspections for building, planning, and public works; maintain an inspection log.
- Oversee deposit accounts for applications; review and approve payments to consultants; track expenses to ensure sufficient funds are on deposit; request additional funds to cover expenses; authorize refunds.
- Perform routine plan reviews for conformance with planning requirements on behalf of the Planning Division when a planning permit is not required; process and approve routine staff level site development permits.
- Review and approve minor permits such as fences, zoning permits and horse keeping permits.
- Coordinate with staff or consultants conducting code enforcement activities; respond to less complex code enforcement issues.
- Conduct field investigations as necessary to ensure conformance with regulations and conditions.
- Use appropriate equipment and technology such as multi-line phone, permit tracking software, electronic plan review software and Geographic Information System.
- 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.
- Contribute to preparation of informational handouts for the general public regarding the Town's codes and policies.
- Create maps and gather geographic data utilizing the Town's Geographic Information System.
- 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.
- Assist in a variety of department operations and perform special assignments as assigned.
- Respond to emergency situations as required.
- Builds and maintains positive working relationships with co-workers, consultants, other Town employees, and the public using principles of good customer service.

- Perform related duties as assigned.

Some additional Senior requirements:

- Oversee pre-construction meeting process and Temporary Certificate of Occupancy process.
- Act as administrator for permit tracking software and train staff and consultants on its use.
- Process applications, write reports, make recommendations on, and approve applications for Staff Discretionary minor permits such as fences, zoning permits, and horse keeping permits.
- Perform complex plan reviews for conformance with planning requirements on behalf of the Planning Division when a planning permit is not required; process and approve complex staff level site development permits.
- Assist the Planning and Building Director with tracking permit volumes and cost recovery including the preparation of regular reports and analysis of data.
- Schedule inspection for building and planning; maintain log for inspections
- Other lead level duties as assigned

Education and Experience Guidelines: *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way (but not the only way) to obtain the knowledge and abilities would be:*

Education: 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. An Associate's Degree will also be accepted with additional experience.

Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver's License. ICS 100, 200, and 700 certification. ICC Permit Technician Certificate desired but not required.

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.

Senior Review Technician – Three years of increasingly responsible experience performing technical development review and permitting activities similar to that of a Development Review Technician II.

FLSA STATUS

This classification is non-exempt from the Fair Labor Standards Act (FLSA).

To Apply: submit a resume and letter of interest to both Administrative Services Manager, Cindy Rodas at crodas@portolavalley.net and to Assistant Town Manager, Corie Stocker-Pedalino at cstocker@portolavalley.net

The first review of applicants is scheduled for **August 1st, 2024 at 5pm**, the Town reserves the right to close the recruitment anytime after that date.

The Town is an Equal Opportunity Employer

Applicants with disabilities may request a reasonable accommodation by contacting the Human Resources Department at pvhr@portolavalley.net or calling 650-851-1700.

Benefits

Salary:

Development Review Technician I/II: \$55,415 - \$97,196

Senior Development Review Technician: \$85,574 - \$108,394

Benefits at a glance, but not limited to:

This is a non-exempt position.

Retirement: The Town participates in CalPERS with 2% @ 55 for classic members with a current employee contribution of 7%. For new employees covered under PEPR, the retirement formula is 2% @ 62 with an employee contribution of half the normal cost of benefit for both employer and employee. The Town participates in Social Security.

Medical: 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. Monthly Health Opt-Out Payment -- Employee Only & Employee plus one: \$600 Employee plus two or more: \$800

Dental & Vision: Insurance Town paid for employee and dependents.

Deferred Compensation: Offered with no contribution cost from the Town.

Vacation: Up to 20 days per year, depending on years of service. **Holidays:** 9 holidays per calendar year plus business days between Christmas & New Year's Day. **Sick Leave:** 12 days accrued per year.

Agency

Town of Portola Valley

Address

Portola Valley, CA, USA

How to Apply

Applications accepted at: cstocker@portolavalley.net