



TOWN OF SAN ANSELMO

Permit Services Technician

\$6,166--\$7,493 DOE

ABOUT THE POSITION

The Town of San Anselmo is seeking a motivated Permit Services Technician in the Planning, Building & Public Works Department. This hands-on position is responsible for exercising independent judgement in a wide range of technical duties associated with front counter work, including: significant interaction with the public, accepting and tracking of building and land development applications, calculation of fees, review and issues of some minor permits, computer data entry, distribution of legal notices, research and maintenance of files, preparation of statistical reports, website maintenance, and performance of other projects and administrative duties as required by the Public Works and Building Director. This position requires working with the public on a day-to-day basis in a small community where a high level of customer service is expected.

ABOUT THE DEPARTMENT

The Planning Department is responsible for land use planning and zoning. The Building Department is responsible for plan/permit review and inspection services as required by various codes. The Public Works Department is responsible for administering public works projects and engineering management of Town infrastructure.

DESIRED QUALIFICATIONS

The Permit Services Technician should possess a combination of experience and education equivalent to an associate's degree in planning, business, or a related field and five years of increasingly responsible experience, preferably in a municipal government setting. Additional education may substitute for experience.

The ideal candidate should demonstrate:

- A good understanding of office and clerical procedures, including correct spelling and grammatical usage, and maintenance of accurate records
- Ability to perform basic mathematical computations quickly and accurately
- Ability to read and interpret simple maps and plans

- Ability to operate a variety of office equipment, including calculators and word processors
- An open, inclusive, and flexible work style
- A willingness to be a team player capable of working cooperatively to meet the needs of a small organization
- Excellent English language skills, including in-person, phone, and written communication because this position works extensively with the public
- Good judgement, creativity, and sensitivity in responding to changing situations and needs
- A commitment to excellent customer services

COMPENSATION & BENEFITS

The monthly salary for this 37.5 hours per week position ranges from \$6,166 - \$7,493 with the starting salary depending on experience. A comprehensive benefits package is offered including PERS retirement, generous coverage for health, vision, dental, life, and LTD insurance as well as paid sick, vacation, and holiday leave. Cashback pay of up to \$365 per month is provided if insurance coverage is waived. This position is part of the SEIU unit.

HOW TO APPLY

APPLICATION DEADLINE: Open until filled.

To apply for this position, please submit a letter of interest, completed Town application, and your resume to the Human Resources department.

By Mail

Town of San Anselmo
Human Resources Department
525 San Anselmo Avenue
San Anselmo, CA 94960

By Email

hr@townofsananselmo.org

Employment applications are available at townofsananselmo.org/employment

The Town of San Anselmo supports workplace diversity and is an equal opportunity employer.