



City of Milpitas

Announces a career opportunity as Permit Center Manager

Salary Range: \$109,034 - \$132,533 annually
Post Date: November 18, 2015
Final Filing Date: **5:00 p.m., Tuesday, December 15, 2015**

About the Position

Manages Permit Center operations by leading a multi-disciplinary team to ensure proper coordination of all applications received; provides timely service to all customers; ensures collection of fees; provides coordination with the building department's plan check staff, the general public, and other departments and divisions; performs other duties as assigned. Meet with developers, architects, contractors and homeowners to assist and guide them through the permitting process and help them to obtain permits in a clear and concise manner.

Examples of Duties – *duties may include, but are not limited to, the following:*

- Provide direct oversight for all permit functions including proper coordination of all applications received.
- Ensure that permits for construction and associated fees are processed in a timely fashion and in accordance with established procedures, the building codes, state laws, and local ordinances governing land use development.
- Respond to inquiries from staff and the general public including informal building, planning, engineering and fire department issues.
- Works with Economic Development staff to coordinate meetings with prospective developers.
- Provide ongoing training to assigned staff; ensure uniform application of the appropriate codes, rules, and regulations.
- Coordinate Planning, Engineering, Fire, and Building plan checks and resolve issues.
- Coordinate activities with other City departments, divisions, and sections and with outside agencies.
- Provide project management for all large projects during the plan check process.
- Ensure proper input and maintenance of all statistical permit processing data.
- Develop policies and customer service goals for review and approval by the Chief Building Official.
- Assist in the preparation of and manages the program budget
- Sustain and improve an interdepartmental permit tracking and monitoring system.
- Perform other related duties as assigned.

Minimum Qualifications

Experience: Any combination of experience, education and training that would provide the best-qualified candidates. A typical way to obtain knowledge, skills and abilities would be: six years of progressively responsible professional experience working as an architect, civil engineer, building official, plan checker, or building inspector with at least two years of lead or supervisory experience.

Education: Equivalent to an Associate of Arts or Associate of Science Degree in an applicable field. A Bachelor's degree in Civil Engineering, Architectural, Public Administration, Management, Business Administration or a related field is highly desirable.

License or Certificate:

- Registration as an architect or a professional civil or structural engineer in the State of California is desirable.
- Possession of Plans Examiner Certificate is required prior to the completion of the probationary period.
- Possession of Building, Plumbing, Mechanical, Electrical certificate or Residential and Commercial Combination Inspection certificate is desirable.

- Possession and maintenance of an appropriate, valid California Driver's License is highly desirable.

Special Requirements – *Essential duties require the following physical abilities and work environment:* General office environment; sit and/or stand for long periods of time, repetitive keyboarding; reach, squat, lift, and carry up to 15 pounds; able to travel to various locations within and outside the City of Milpitas.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

To Apply

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.calopps.org to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application which must be received by the final filing date of:

5:00 p.m., Tuesday, December 15, 2015.

Salary and Benefits

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The City provides an excellent array of benefits that includes the following:

- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, subject to an individual's eligibility and applicable pension reform law.
- Contributory Retirement Plan - New Hire Employee pays 7% or 6.25% employee PERS contribution subject to an individual's eligibility and applicable pension reform law. Employee will also pay 4.9% towards the employer PERS contribution.
- Vacation - 11 days per year to a maximum of 31 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - \$900 a year, City paid.
- Tax deferred medical and dependent savings plans
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources - (408) 586-3090. The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

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PH: 408-586-3090 • Fax: 408-586-3092

<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

