



The Position

The Town of San Anselmo is seeking a motivated Permit Services Technician in the Planning, Building and Public Works Departments. This hands-on position is responsible for exercising independent judgment 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 issuance 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 project and administrative duties as required by the Public Works and Building Director. This position requires working with public on a day to day basis in a small community where a high level of customer service is expected.

The Department

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

About the San Anselmo Area

San Anselmo (population 12,500) is located in the heart of the Ross Valley in Marin County, approximately 10 miles north of the Golden Gate Bridge. San Anselmo has a close-knit and active community environment. The Town is famous for its many antique collectives, shops and restaurants. San Anselmo's location in Marin County offers a wonderful mix of active recreational pursuits, including power and sail boating in the ocean and bays, and sheltered harbors with easy access to over 1,000 miles of inland waterways. Fishing is year-round and trails, forested mountains, and extensive coastlines beckon to serious hikers and casual walkers alike. San Francisco is within easy driving distance, as are the Napa and Sonoma wine countries.

Qualifications ... The Ideal Candidate

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

The ideal candidate will 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 judgment, creativity and sensitivity in responding to changing situations and needs.
- A commitment to excellent customer service.

Compensation and Benefits

Monthly salary for this 37.5 hours per week position ranges from \$4,917.00 - \$5,977.00 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; and 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: Friday, July 13, 2018 at 3 pm.

Please submit a **letter of interest**, completed Town **application** and your **resume** to:

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

Or email to hr@townofsananselmo.org

Employment applications are available online at

<http://ca-sananselmo2.civicplus.com/128/Human-Resources>

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