



City of Gonzales

DEVELOPMENT SERVICES TECHNICIAN/ ADMINISTRATIVE ANALYST

DEFINITION

Under general supervision, performs a wide variety of technical, administrative, public information and customer service duties in support of the City's Community Development, Building, Public Works and City Engineering functions; provides information and answers questions at the public counter and/or by phone and digital media; conducts intake of applications and plans; conducts review and approval of ministerial applications; issues permits for planning, engineering, and building services; conducts fee calculations; conducts remedial data collection and research analysis; assists with permit tracking; prepares reports, makes presentations to community groups, commissions and committees, maintains digital media; provides staff support services to the Planning Commission and other assigned committees; serves as the primary back-up to the Administrative Specialist/Deputy City Clerk; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Development Services Technician/Administrative Analyst job class is a professional staff position responsible for participating in a variety of operational/administrative processes. Positions in this job class may act as a support to an assigned department head, and/or other management staff. Positions within this job class provide moderate to complex analytical, technical, and project management skills. Development Services Technician/Administrative Analyst position must be capable of planning, organizing, and implementing assigned projects from inception to completion. This job class requires excellent organizational and communications skills, both verbal and in writing, and a journey level of expertise in designated functional area in which assigned.

SUPERVISION RECEIVED AND EXERCISED

General supervision in the job class is provided by the Deputy City Manager/Community Development Director. The Development Services Technician/Administrative Analyst may provide technical direction to interns assigned in the designated functional area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide information regarding building, planning, zoning, permit requirements, land use and other related processes to the public, builders, engineers, contractors, and architects at a public counter, on the telephone and via digital media.
- Interpret and apply City ordinances, rules and regulations related to the development process.
- Perform plan review on initial submittals for commercial, industrial, and residential projects for completeness and compliance with City zoning and planning regulations including building and zoning codes.
- Research and assemble information from a variety of sources for the preparation of reports or completion of forms; uses spreadsheets and makes arithmetic and statistical calculations.
- Proofread materials for accuracy, completeness, compliance with departmental policies, formatting and correct English usage, including grammar, punctuation and spelling.
- Prepare correspondence, reports, forms, receipts, brochures and specialized documents from drafts, notes, brief instructions, corrected copy or prior materials using a personal computer.

- Prepare written reports and exhibits for use in a variety of public meetings and hearings.
- Review plans and issue appropriate permits, such as single family photovoltaic systems and commercial sign permits.
- Updates permit activity information in specialized database or via a permit management tracking program.
- Perform initial check of parcel maps, subdivisions, and various other drawings.
- Prepare and verify the accuracy of computations and plot information obtained from plans; check lot dimensions and street widths against recorded map.
- Prepare written reports and correspondence, including Zoning Verification letters, and post public notices.
- Calculate plan review, inspection and other required fees and collect, record and balance permit-related monetary transactions.
- Maintain records and publications, including both residential and commercial plan libraries and perform general filing.
- Staff the Planning Commission and other commissions, boards and committee's as assigned. Serve as the primary back-up to the City's Administrative Specialist/Deputy City Clerk, which includes all work duties.
- Verify complaints received from the public with regard to violations of the City's Zoning Ordinance.
- Other related duties as determined by the City's Deputy City Manager/Community Development Director.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

- Local zoning practices, City Code, policies and procedures as they apply to assigned permitting responsibilities.
- Methods of gathering and compiling data.
- Property descriptions and graphic displays.
- Customer service principles and techniques.
- Methods, instruments, and symbols used in mapping, property descriptions, and other graphic materials.
- Planning approval and building permit processes and procedures, specification requirements, construction practices, and cost estimating.
- Uniform Building Codes, State Energy Regulations.
- Learn and interpret City building permit and planning policies and procedures; construction, design, land use regulations and ordinances; and Zoning Districts, Special Planning Districts and Overlay zones.
- Explain both orally and in writing technical information to the public, specifically City Codes, policies, procedures and regulations.
- Deal effectively with builders, engineers, architects, developers, and the general public regarding all relevant codes, planning policies and regulations.
- Accurately review plans for completeness and calculate permit fees in accordance with established laws, ordinances, and policies.
- Understand and interpret legal property descriptions, topographic drawings, and maps.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with others.
- Adjust to rapidly shifting priorities and timelines.
- Work effectively with multidisciplinary teams.
- Using a variety of computer software programs, including skill in maintaining electronic files, retrieve and research information from electronic files and databases.
- Basic math skills including ability to use scales and ability to calculate areas using scaled plans.
- Preparing clear, concise and complete reports and other written materials.
- Maintaining accurate records and files.
- Coordinating multiple projects and meeting critical deadlines.
- Exercising sound independent judgment within established guidelines.

EXPERIENCE AND EDUCATION

Two years of increasing responsible professional-level administrative and analytical experience in a government agency or equivalent performing administrative and technical support duties, with a minimum of one year of experience dealing with aspects of the development process, including plan review, building inspection, zoning, planning, permit issuance and/or other related fields. Possession of a Bachelor's degree from an accredited college or university with course work in business or public administration or a closely related field.

SALARY AND BENEFITS

SALARY RANGE:

\$4,165.49 - \$5,668.66/month

HEALTH INSURANCE:

The City contributes significantly towards an employees' medical, vision and dental insurance coverage and contributes toward dependent coverage.

RETIREMENT:

Miscellaneous (non-safety)-Classic employees will be enrolled in the 2% @ 60 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.

Miscellaneous (non-safety)-PEPRA employees will be enrolled in the 2% @ 62 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.

HOLIDAY LEAVE:

Twelve (13) days per year.

VACATION LEAVE:

Vacation Leave is accrued as follows:

1. Six and two-thirds (6 2/3) hours per month for **less than three (3) years** of service.
2. Ten (10) hours per month for **three (3) to ten (10) years** of service.
3. Eleven and two-thirds (11 2/3) hours per month for **ten (10) to fifteen (15) years** of service.
4. Thirteen and one-third (13 1/3) hours per month for **fifteen (15) or more years** of service.

SICK LEAVE:

Eight (8) hours per month.

LIFE INSURANCE:

The City pays 100% of the current Life Insurance Policy.

LONG TERM DISABILITY:

The current policy provides 60% of pre-disability earnings, reduced by deductible income after a ninety-day waiting period. The City does not provide short-term State Disability Insurance.

APPLICATION/SELECTION PROCEDURE AND DEADLINE

All applicants must complete and file a City of Gonzales application form, plus submit with the application their responses to the supplemental questionnaire. A resume may be submitted with the application, but cannot take the place of the application. **Positon Open Until Filled.** Applications may be mailed to the Personnel Department, City of Gonzales, P.O. Box 647, Gonzales, CA 93926. If delivered in person, applications may be received at Gonzales City Hall, 147 Fourth Street, Gonzales, CA. Written applications and supplemental questionnaires will be screened, and the most qualified applicants will be invited for interviews. Applications submitted without a completed supplemental questionnaire will not be considered.

If you have a disability which may require an accommodation in the selection procedures outlined above, please notify the City Clerk in writing by the filing deadline date.

The City of Gonzales is an Equal Opportunity Employer.



City of Gonzales

www.ci.gonzales.ca.us

OFFICE USE ONLY
DATE RECEIVED

P.O. Box 647 * 147 Fourth Street, Gonzales, CA 93926

☎ (831) 675-5000

☎ (831) 675-2644

EMPLOYMENT APPLICATION

Please print in ink

Date	Social Security Number	Home Phone # ()	Work Phone # ()
Name (First)	(Middle)	(Last)	California Driver's License No.
Mailing Address		City	State Zip
Type of Work or Position Applying for 1.	2.	Full Time ____ Part Time ____	Permanent ____ Temporary ____
Are you between the ages of 18 and 70? Yes__ No__	If hired, can you furnish proof of age? Yes__ No__	If you are not a U.S. Citizen, Do you have the legal right to remain and work permanently in the U.S.? Yes__ No__	Do you have permission to work Temporarily? Yes__ No__
Have you ever been employed by the City? Yes__ No__	Dates employed Department Position	Do you have a relative employed by the City? Yes__ No__	Name Department Position
Referred by	Day Phone #	Evening Phone #	

ANSWER THESE QUESTIONS IF ANY POSITIONS FOR WHICH YOU ARE APPLYING REQUIRE PROFICIENCY IN THE FOLLOWING

Language(s) Written		Other Skills or Special Training You Have or Machines You Operate
Language(s) Read		
Words Per Minute	Computer Programs	

EDUCATION

Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12	College 1 2 3 4	Graduate 1 2 3	List below only the schools you have attended at the high school level and beyond. Include technical, military, professional, college, or university.				
Name of School	Location	From Mo/Yr	To Mo/Yr	Units Completed	Degree or Diploma	Major	

EXTRACURRICULAR ACTIVITIES (you may exclude any names of organizations which may reveal your race, religion, national origin or ancestry)	HONORS RECEIVED

If you are applying for a position in a scientific, technical, professional or administrative field, list by descriptive title (not course number) the courses in your major field and all related courses you have taken at the college level. Indicate lower division courses you have taken at the college level. Indicate lower division courses with "L" upper with "U" and graduate with "C" units and final grade.

Subject	Lower, Upper or Graduate	Units	Grade

Are You Attending School Now? Yes__ No__
Where? _____
What Hours? _____
Course of Study? _____
Do You Plan Further Educational Study?
Yes__ No__ What Field? _____

Certificates and licenses (give state, number and expiration date) and membership in professional societies.

Community activities, special interests: (you may exclude names of organizations, which may reveal your race, religion, national origin or ancestry)

Other Pertinent Qualifications:

EMPLOYMENT RECORD

List your present or most recent employer FIRST and include U.S. Armed Forces experience and major volunteer experience; account for all time during at least the past ten years, including periods of unemployment. You may exclude names of organizations, which may reveal your race, color, religion, national origin or ancestry. If more space is required, attach a separate sheet to this form.

EMPLOYER Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
From: Month Year	To: Month Year	Total # of Months/years	Hours worked per week	Starting Salary Last Salary
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?
EMPLOYER Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
From: Month Year	To: Month Year	Total # of Months/years	Hours worked per week	Starting Salary Last Salary
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?
EMPLOYER Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
From: Month Year	To: Month Year	Total # of Months/years	Hours worked per week	Starting Salary Last Salary
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?

MILITARY SERVICE

Service Dates	Branch	Highest Grade/Rank	Type of Discharge
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Have you ever been convicted of an offense by any court? Yes ___ No ___
If yes, list circumstances, places, and dates:

I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for termination.

Applicant's Signature



City of Gonzales

P.O. BOX 647
PHONE: (831) 675-5000

147 FOURTH ST.
FAX: (831) 675-2644

GONZALES, CALIFORNIA 93926
www.ci.gonzales.ca.us

Development Services Technician/Administrative Analyst

SUPPLEMENTAL QUESTIONNAIRE

INSTRUCTIONS TO APPLICANTS:

This supplemental questionnaire must be submitted with your application for the position of Development Services Technician/Administrative Analyst.

This supplemental questionnaire requires that you prepare a narrative description in response to each item. In answering the following questions, please include your background, skills and experience in the areas of Development Services Technician/Administrative Analyst. Your ability to provide clear and concise answers will be used in assessing your qualifications for this position. Please limit your answers to the spaces provided.

Applications for the position of Development Services Technician/Administrative Analyst will not be considered without the supplemental questionnaire. Only those applicants demonstrating the best job-related qualifications will be invited for interviews. Therefore, it is to your advantage to complete this form thoroughly and accurately. The information contained within your responses will be verified through background and reference checks should you be selected as a finalist.

Responses such as "see resume," "see application," or "see attached" will not be evaluated.

I, THE UNDERSIGNED, UNDERSTAND THAT ALL INFORMATION PROVIDED HEREIN IS SUBJECT TO VERIFICATION AND IS TRUE TO THE BEST OF MY KNOWLEDGE AND ABILITY.

Signature

Date signed

Print Name

Day Phone Number

Print Mailing Address, City, State, Zip

APPLICANT'S NAME: _____

SUPPLEMENTAL QUESTIONNAIRE

Development Services Technician/Administrative Analyst

1. Describe your experience with providing customers with information, interpretation and direction regarding zoning, minor development and building questions; application procedures for development permits and building permits; and related legislation, local Municipal Code standards, and processing requirements.

[illegible]

APPLICANT'S NAME: _____

SUPPLEMENTAL QUESTIONNAIRE

Development Services Technician/Administrative Analyst

2. Describe your experience with performing the initial review and intake of applications for accuracy and completeness in compliance with the various regulations and zoning laws for development proposals, and building permits.

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APPLICANT'S NAME: _____

SUPPLEMENTAL QUESTIONNAIRE

Development Services Technician/Administrative Analyst

3. Describe your experience responding to concerns, issues, or questions related to development regulations and standards; and with providing instructions regarding other City services either in person or on the phone.

[illegible]

APPLICANT'S NAME: _____

SUPPLEMENTAL QUESTIONNAIRE

Development Services Technician/Administrative Analyst

4. Describe your experience in approving minor development, building applications, and licensing applications that meet all requirements and require no further action.

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