



# City of Gonzales

Council Member Scott Funk, Council Member Lorraine Worthy, Council Member Maria Orozco

Mayor Jose L. Rios, Mayor Pro Tem Liz Silva, City Manager Carmen Gil

*Small town, big heart! ~ ¡Pueblo chico, corazón grande!*



## DEVELOPMENT SERVICES TECHNICIAN/ADMINISTRATIVE ANALYST

### DEFINITION

Under general supervision of the Community Development and Economic Development Director, performs a wide variety of technical, clerical, administrative and customer service duties. Provides information and answers questions from the public; takes in applications and plans; supports the plan review process and the issuance of permits for planning and building services. The position includes data collection and analysis; permit tracking and reporting; and on occasion may make presentations to community groups, commissions and committees; and provides staff support to the Community Development Director, the Planning Commission, the Measure K Committee, and other department heads 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. This job class provides moderate to complex analytical and technical skills. The ideal candidate must be capable of planning, organizing, and implementing assigned projects from inception to completion. It also requires excellent organizational and communications skills, both verbal and in writing in English and Spanish.

### 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.
- Under the guidance of director, receive and review plan submittals for commercial, industrial, and residential projects for completeness and compliance with City planning regulations and zoning codes.
- Research and assemble information for the preparation of reports; use spreadsheets and basic math.
- Proofread materials for accuracy, completeness, formatting and correct English usage, including grammar, punctuation and spelling.
- Prepare correspondence, reports, forms, receipts, brochures and specialized documents.
- Prepare written reports and exhibits for use in public meetings.
- Update permit activity information in the City's database program.
- Proofread materials for accuracy, completeness, compliance with departmental policies, formatting and correct English usage, including grammar, punctuation and spelling.
- Calculate plan review, inspection and other required fees and collect, record and balance permit-related monetary transactions.
- Maintain records and publications and perform general filing.

- Support the Planning Commission and other commissions, boards and committees as assigned. Occasionally serve as back up to the Deputy City Clerk.
- Other duties as assigned.
- Work closely with the Director and other professional staff to issue permits, advance projects and complete reports.

## **QUALIFICATIONS**

### **Ability to:**

- Over time, learn and interpret building and planning division policies and procedures, and land use regulations.
- Communicate orally and in writing with the public.
- Provide information on City Codes, policies, procedures and regulations.
- Communicate fluently with peers and colleagues.
- Work effectively with builders, engineers, architects, developers, and the general public.
- Accurately review plans for completeness.
- Calculate permit fees in accordance with written ordinances, and policies.
- Establish and maintain effective working relationships with individuals from a variety of backgrounds.
- Adjust to rapidly shifting priorities and timelines.
- Work effectively with teams.
- Be fluent with the Spanish language.

### **Skill in:**

- Customer service.
- Basic computer programs, such as excel, word and ppt.
- Preparing clear, concise and complete reports and other written materials.
- Exercising sound independent judgment within established guidelines.
- Basic math.
- Coordinating multiple projects and meeting deadlines.
- Maintaining accurate records and files.

## **EXPERIENCE AND EDUCATION**

### **Experience:**

Two years of increasing responsible professional-level administrative and analytical experience in a government agency or equivalent. Ideally, one year or more of experience dealing with development review processes, including plan review, building inspection, zoning, planning, permit issuance and/or other related fields.

-AND-

### **Education:**

BA preferred, or equivalent of an Associate of Arts (AA) degree from an accredited college or with course work in business or public administration or a closely related field.

## **SALARY AND BENEFITS**

<b>SALARY RANGE:</b>	\$4,165.49 - \$5,668.66/month
<b>HEALTH INSURANCE:</b>	The City contributes significantly towards an employees' medical, vision and dental insurance coverage and contributes toward dependent coverage.
<b>RETIREMENT:</b>	<p><b><i>Miscellaneous (non-safety)-Classic</i></b> 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.</p> <p><b><i>Miscellaneous (non-safety)-PEPRA</i></b> 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.</p>
<b>HOLIDAY LEAVE:</b>	Twelve (13) days per year.
<b>VACATION LEAVE:</b>	<p>Vacation Leave is accrued as follows:</p> <ol style="list-style-type: none"><li>1. Six and two-thirds (6 2/3) hours per month for <b>less than three (3) years</b> of service.</li><li>2. Ten (10) hours per month for <b>three (3) to ten (10) years</b> of service.</li><li>3. Eleven and two-thirds (11 2/3) hours per month for <b>ten (10) to fifteen (15) years</b> of service.</li><li>4. Thirteen and one-third (13 1/3) hours per month for <b>fifteen (15) or more years</b> of service.</li></ol>
<b>SICK LEAVE:</b>	Eight (8) hours per month.
<b>LIFE INSURANCE:</b>	The City pays 100% of the current Life Insurance Policy.
<b>LONG TERM DISABILITY:</b>	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. **Position Open Until Filled.** Applications may

be mailed to the Personnel Department, City of Gonzales, P.O. Box 647, Gonzales, CA 93926 or emailed to Celia Firme at [cfirme@ci.gonzales.ca.us](mailto:cfirme@ci.gonzales.ca.us). 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](http://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
<b>From:</b> Month      Year	<b>To:</b> 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
<b>From:</b> Month      Year	<b>To:</b> 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
<b>From:</b> Month      Year	<b>To:</b> 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](http://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

- 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.

[illegible]

APPLICANT'S NAME: \_\_\_\_\_

## SUPPLEMENTAL QUESTIONNAIRE

**Development Services Technician/Administrative Analyst**

- 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.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.