

Compensation and Benefits

- The City of Sonoma provides a competitive compensation and benefits package. The current annual salary range for this position is:
Permit Technician I \$61,017.19—\$74,166.77
Permit Technician II \$67,796.30-\$82,406.82 DOE.

The benefits package includes:

- Retirement: CalPERS Retirement System – 2% at 55 formula based on highest year compensation and sick leave conversion. Candidates hired on or after January 1, 2013, are subject to restrictions imposed by PEPPRA. Employees contribute 1.5% of Persable compensation toward the City’s cost of pension benefits. The City does not participate in Social Security.
- Generous medical package for employee and family members.
- Dental and Vision Insurance: City pays 100% of the premium.
- AD&D and Long-Term Disability Insurance: City pays 100% of the premium.
- Life Insurance: \$25,000. City pays 100% of the premium.
- Vacation: accrues at the rate of 80 hours per year for the first three years and increases with years of service.
- Sick Leave: accrues at the rate of 8 hours per month .
- Paid Holidays: 14 holidays per year

The Recruitment Process

To apply for this exciting career opportunity, please send your application and re-sume electronically to:

City of Sonoma – Attention: Cathy Lanning, Human Resources Manager
employmentapplications@sonomacity.org

Call Cathy Lanning at 707-933-2217 for more information.

Search Schedule:

Application deadline.....April 25, 2025


Preliminary Interviews.....To Be Determined

Selection Process:

Applications will be screened for relevant training and experience. The best qualified applicants will be invited to an interview. After a Conditional Offer of employment is made, the City will conduct a reference check including but not limited to the verification of employment history and education. Applicants will also be required to complete and pass a background investigation.

On the Cover:

In the middle of the Plaza, Sonoma’s early 20th century City Hall is a *National Historic Landmark* and still serves as the community’s focal point and boasts many community festivals. The adjacent scenic hills and agricultural valley provide a setting of unparalleled natural beauty.



City of Sonoma

No. 1 The Plaza
Sonoma CA 95476
707.938.3681 phone
707.938.8775 fax
www.sonomacity.org



City of Sonoma
California



Permit Technician I/II
Community Development Department

~Apply Immediately~
Application Deadline: April 25, 2025

The City of Sonoma is seeking a highly qualified, dynamic, and enthusiastic candidate to fill its Permit Technician position in the Building Division of the Community Development Department. Located just 45 minutes north of the Golden Gate Bridge, the City of Sonoma spans approximately 2.8 square miles in the heart of one of the world’s premier wine-producing regions.

The Position

Under supervision (Permit Technician I), general supervision (Permit Technician II), from the Development Services Supervisor, performs a variety of technical planning and building support duties: reviews and processes permits and entitlements for new construction, building modifications, and development applications; serves as first contact to provide information to the public; calculates and collects fees; routes plans for review; provides administrative support for meetings including preparation of agendas and meeting minutes, scheduling, logistics, audio-visual presentations, electronic meeting hosting, etc.; prepares and issues applications for new water connections or water customers. Supports City reception activities and has the ability to backup and perform some of the primary duties of the Administrative Assistant and the Development Services Supervisor serving the City Hall front counter and performs related duties as assigned.

Permit Technician I
The Permit Technician I is the entry level class in the permit technician series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine planning, building and development permit support duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Permit Technician II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

Permit Technician II
The Permit Technician II is the journey level class in which incumbents are expected to perform the full scope of permit processing and related support duties with minimum supervision. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required.

All public employees are determined to be disaster service workers under Section 3101 of Government Code. As a disaster service worker, this position is subject to such disaster service activities as may be assigned by superiors and subject to mandatory emergency call out.

The City of Sonoma is an equal opportunity employer. It is the policy of the City of Sonoma to preserve the right to equal employment opportunity for all persons, including those with physical, mental or sensory disabilities.

If you require special accommodation during the testing or interview process due to a legal disability, please supply the City with documentation on the need for accommodation, and the type (s), in a written request submitted at least five (5) days prior to the date of the examination or interview.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified or revoked without notice.

Veteran’s Preference – View the City of Sonoma’s Veteran’s Preference Policy at:
<https://www.sonomacity.org/documents/veterans-preference-policy/>

Candidates requesting veteran’s preference will be required to provide a copy of U.S. Government Form DD 214 “Certificate of release or Discharge from Active Duty” to Human Resources before the filing deadline for the position applied for.

Preference afforded via the application screening shall constitute the complete and total extent to which the City of Sonoma will afford veteran preference over other candidates.

The Community

The City of Sonoma is a beautiful, environmentally friendly, and safe place, widely recognized as one of the most desirable cities in Northern California to live, visit, and do business. Sonoma is proud of its friendly and small town atmosphere with residents that are actively engaged in city policies, volunteerism, and numerous community events and activities on the City’s historic Plaza in the center of town. The City of Sonoma offers its 10,989 residents and visitors numerous attractions including shopping in the historic Plaza, wine tasting, hiking and restaurants.

The Organization

Incorporated in 1883 as a general law city, the City operates under a Council-Manager form of government with a five-member City Council. Sonoma boasts of an engaged citizen base and a culture of civility in public discourse. The City of Sonoma has a staff of 42 full-time and seven part time-employees. These employees provide General Government (City Manager, City Clerk, Finance, Human Resources, and Risk Management), Community Development (Building/Planning) and Public Works (Administration, Streets, Parks, Water, and Cemetery). The City contracts its police services with the Sonoma County Sheriff’s Department and its fire services with Sonoma Valley Fire Rescue Authority – both of these relationships are active partners within the City’s leadership team. Water is wholesale provided from the Sonoma County Water Agency and sanitation management and infrastructure are under the management of the Sonoma County Sanitation District.

The Ideal Candidate

The ideal candidate would possess all or any combination of knowledge, education, experience, training and certification that would provide the abilities needed to perform the essential duties of the position.

Example of Essential Duties

The following duties are considered essential for this job classification:

- Provides customer service by responding to public and agency inquiries by phone and at the counter; explain policies and procedures; provides information regarding planning, building, encroachment and use permit application processes and procedures, land use policies and General Plan and zoning regulations; works cooperatively with property owners, contractors, architects, developers, engineers or their representatives to resolve questions regarding permit issuance and permit fees.
- Receives planning, building, encroachment and zoning use application permits; reviews applications for completeness and accuracy, including verification of appropriate insurance and business license requirements; determines, calculates and collects applicable fees; sets up files and maintains records; prepares notices and mailing lists; routes applications to applicable agencies and departments for review and responses; provides status updates on applications.
- Reviews and processes minor level applications, including signs and design review exemptions; reviews and comments on permit applications for compliance with zoning, general plan and municipal code requirements.
- As needed, calculates, collects and records permit application, plan check, building permit and development impact fees; uses scaled plan dimensions and standard schedules; coordinates fee collection with finance staff; coordinates performance guarantee deposit releases with finance City staff and contractors.
- As needed and assigned, assists with code enforcement administration, including fielding complaints and creating and managing files and cases; issues code compliance letters, maintains code enforcement records and coordinates nuisance abatement procedures with the City Attorney and/or Community Development Director.
- Clerks meetings as assigned; prepares, posts and distributes agenda materials; prepares meeting minutes; coordinates meeting scheduling, logistics, audio-visual presentations, electronic meeting hosting, etc.;
- Maintains records as assigned, files reference and other materials; compiles and disseminates data regarding permit activity and fee collections and various technical and statistical reports; prepares and edits correspondence and plan check comments; compiles statistical data for the budget and department managers.
- References, inputs and retrieves data from electronic permit tracking system for applications and functions, including fee assessment and calculation.
- Maintains and updates internet pages as assigned; prepares informational flyers, website news articles and announcements; prepares and updates application forms and instructions.
- Fosters an environment that embraces diversity, integrity, trust, and respect.
- Is an integral team player, which involves flexibility, cooperation, and communication.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

Minimum Qualifications

The Successful Candidate Will Have Knowledge of:

- Advanced principles and practices of customer service.
- Principles and practices of City planning, building and land use issues, laws, policies and codes;
- Permit application procedures and review processes; building and municipal code sections as related to permit processes and inspection procedures
- Pertinent local, state and federal laws, ordinances and rules.
- Ideal candidate will have strong computer literacy and skills and have electronic permitting and review systems experience.

The Successful Candidate Will Have The Ability to:

- Organize, implement and direct City Hall front counter activities and operations.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Apply various City policies and procedures along with applicable city, state and federal code requirements and review applications for completeness and accuracy; Interpret and explain pertinent City and department policies and procedures;
- Accurately perform financial transactions in accordance with City policies and procedures.
- Be a team player with strong interpersonal skills, customer service oriented, and demonstrate a high level of technical competence in planning and building-related codes.
- Communicate clearly and concisely, both orally and in writing.
- Work with various cultural and ethnic groups in a tactful and effective manner; Bilingual English and Spanish speaking candidates for the position are desirable but not required.

Desirable Education and Experience

Permit Technician I

- Two years of experience performing increasingly responsible office support duties involving heavy public contact, and equivalent to the completion of the twelfth grade.

Permit Technician II

- In addition to the above, two years of planning and/or building permit review experience equivalent to that of a Permit Technician I in the City of Sonoma.