

## Compensation and Benefits

- The City of Sonoma provides a competitive compensation and benefits package. The current salary range for this position is \$5,726 to \$6,961 per month. The City of Sonoma offers a variety of alternative work schedules including a 9/80.

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 PEPR. 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 resume electronically to:

City of Sonoma – Attention: Cathy Lanning, Administrative Services Manager  
humanresources@sonomacity.org

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

### Search Schedule:

Application deadline.....Open Until Filled

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. Prior to providing a Conditional Offer of employment the City will conduct a reference check including but not limited to the verification of employment history and education. After a Conditional Offer of employment is made, applicants will be required to complete a pre-employment physical and background investigation.

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

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

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www.sonomacity.org



# City of Sonoma California



## Development Services Supervisor Development Services Department

**~Apply Immediately~  
Final Filing Date:  
Open Until Filled**

The City of Sonoma is seeking a highly qualified, dynamic, and enthusiastic candidate to fill its Development Services Supervisor position in the Development Services 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

The Development Services Supervisor is responsible for a wide range of duties related to several different City Departments including Building, Planning, Finance, Water and Public Works). The Development Services Supervisor provides customer service (e.g. front counter, phone answering, email responses, etc.) and provides supervision and quality control of assigned front counter staff. This includes, but is not limited to, the issuing of building permits and scheduling of building inspections. The Development Services Supervisor performs a variety of administrative and clerical duties in support of the department; provides information and assistance to the public; maintains records, develops reports, works at and supervises the public front counter, operates computers and other electronic devices and may be assigned to any department of the City to perform administrative responsibilities.

The Development Services Supervisor will coordinate and supervise the front counter staff which typically includes two Administrative Assistants and other part-time personnel as assigned.

The City of Sonoma Building Department provides progressive permit services staffed by the Development Services Director/Building Official, a Plans Examiner, a Building Inspector and the Development Services Supervisor.

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.

### **Veteran's Preference – View the City of Sonoma's Policy:**

<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 40 full-time and seven part time-employees. These employees provide General Government (City Manager, City Clerk, Finance, Human Resources, and Risk Management), 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 Development Services Supervisor position is a supervisor level classification and is responsible for the day-to-day administrative and clerical duties within the office. Positions within this classification function under considerable independence and are expected to use good professional judgment and make sound decisions.

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:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing excellent customer service; implement policies and procedures;
- Plan, prioritize, assign, supervise and review the quality of work of assigned staff; Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration as needed; prepare cost estimates for budget recommendations; submit justifications for purchase of materials and equipment; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to identify and correct deficiencies; implement discipline procedures; Conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Monitor and control supplies and equipment; order supplies, equipment and tools as necessary; prepare documents for equipment procurement; Serve as administrator for a variety of specialized software, devices, phone system, database programs and other systems as assigned related to various City business operations; coordinate the installation of software upgrades; treat and document system upgrades ensuring proper functionality.
- Review various applications, documents and other pertinent information for completeness and accuracy; ensure compliance with City policies, procedures and city, state and federal codes; Receive, route and process routine permit and water applications; respond to inquiries; coordinate the receipt, routing and processing of the more complex permit applications.
- Sit on various boards and committees as assigned; attend meetings as required;
- Accurately perform financial transactions in accordance with City policies and procedures.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; Build and maintain positive working relationships with the public using principles of excellent quality control and customer service.
- Build and maintain positive working relationships with co-workers, other City employees; be an integral team player, which involves flexibility, helpfulness, cooperation, respect and communication; Foster an environment that embraces diversity, integrity, trust, empathy, transparency, and respect.
- Perform related duties as assigned.

## Minimum Qualifications

### The Successful Candidate Will Have Knowledge of:

- Advanced principles and practices of customer service.
- Principles and practices of reviewing water service and development related applications.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management and training related to area of responsibility.
- Pertinent local, state and federal laws, ordinances and rules.

### The Successful Candidate Will 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 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; Develop and recommend policies and procedures related to assigned operations.
- Assist in the development and monitoring of an assigned program budget.
- Supervise, train and evaluate assigned staff.
- Accurately perform financial transactions in accordance with City policies and procedures.
- Develop a strong work team that produces quality and accurate work and excellent customer service; Establish and maintain effective working relationships
- Team players with strong interpersonal skills, a customer service orientation, and a high level of technical competence in building-related codes are urged to apply.
- 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

- Three years of increasingly responsible experience in processing of development related applications and permits; including one year providing technical and functional supervision over assigned personnel.
- Equivalent to an Associate's degree from an accredited college with major course work in urban planning, architecture, construction management, engineering, environmental science or a related field applicable to the position.