



City of Sunnyvale - Permit Center Coordinator

The City of Sunnyvale is seeking a Permit Center Coordinator to oversee Permit Center operations. The ideal candidate will possess technical expertise in building codes, have strong organizational and administrative skills, be solution driven, help provide direction to full-time staff members and develop collaborative relationships with staff throughout the City. The ideal candidate will be consistent with the focus on service to facilitate timely processing of permits and development plans.

The Community Development Department must be able to embrace constant change due to a strong economic environment with unprecedented levels of development activity. The Permit Center Coordinator should be able to adapt and embrace change in the moment, and find opportunity within that change process to increase efficiencies.

This position requires graduation from high school or tested equivalent and four years of increasingly responsible experience in permit administration, plan review and permit counter operation of a municipal building department/division involving extensive public contact in building construction, engineering, or architecture. Possession and continued maintenance of an ICC Permit Technician Certification

Possession and continued maintenance of an ICC Residential Plans Examiner certification or ICC Building Plans Examiner certification is required to apply for this position.

Please apply at www.sunnyvale.ca.gov and click on JOBS.