



City of Sunnyvale - Permit Center Manager

The City of Sunnyvale is seeking a Permit Center Manager to oversee Permit Center operations. The ideal candidate will possess technical expertise in the building codes, have strong organizational and administrative skills, be solutions oriented, will provide direct lead to four full-time staff members and develop collaborative relationships with staff throughout the City. Consistent with the focus on service is the timely processing of permits and development plans and scheduling of inspections made more challenging by a strong economic environment with unprecedented levels of development activity.

Key work items for the next two years include: 1) the implementation of a permit tracking system that integrates building, planning, fire prevention, engineering, housing and code enforcement activities; 2) enhancement of the City's green building program; 3) managing a permit center counter, maintain staffing and training during the sixth straight year of record breaking development activity including a wide variety of development and reinvestment projects throughout the community; and 4) participating in citywide initiatives and projects with bold sustainable innovation.

Minimum Qualifications: A Bachelor's Degree from an accredited college or university in Planning, Civil Engineering, Public Administration, Management, Business Administration or a related field AND Four years of progressively responsible professional experience working as a construction manager, developer, architect, civil engineer, building official, plan checker, planner, or building inspector including two years of supervisory experience. Possession of an ICC Building Plans Examiner Certification.

The City of Sunnyvale provides an excellent benefits package. A complete application consists of a City application and responses to the supplemental questionnaire due by 5pm on Monday, December 2, 2019. For complete information regarding this current opportunity, please visit: Sunnyvale.ca.gov and click jobs.

\$122,441.00 - \$147,649.00 Annually