



Position Description

COMMUNITY DEVELOPMENT TECHNICIAN I/II

DEFINITION

Performs a variety of routine, and complex clerical, administrative, and technical work in the processing, and review of planning and building entitlement applications.

SUPERVISION RECEIVED

Works under the general supervision of the Chief Building Official, and may receive supervision from the Senior Community Development Technician.

SUPERVISION EXERCISED

Community Development Technician I – Generally none.

Community Development Technician II – May supervise the day-to-day work of a Community Development Technician I

DISTINGUISHING CHARACTERISTICS:

Community Development Technician I – This is the entry-level technical position within the Community Development Technician classification series. This classification is distinguished from Community Development Technician II by the performance of the more routine tasks and duties assigned to positions within this series. Incumbents learn to perform Community Development specific technical duties. Employees exercise judgment and discretion within well-defined parameters, and seek guidance on new or unusual situations. Employees work under immediate supervision while learning job tasks. This position is a Fair Labor Standards Act (FLSA) non-exempt position.

Community Development Technician II – This is the full journey level position within the Community Development Technician classification series. This classification is distinguished from the Community Development Technician I by the assignment of the full range of duties and the implementation of tasks requiring a high level of technical, and interpersonal skills. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and they are fully aware of the operating procedures, and policies within the work unit. Positions in this classification are flexibly staffed, and normally filled by advancement from the Community Development

Technician I classification. This position is a Fair Labor Standards Act (FLSA) non-exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Answers questions regarding general planning, and zoning issues, building codes, and land use requirements at the counter or on the phone.

Processes permit and Planning Commission applications by accepting the application, checking for accuracy and completeness, receipting it in, calculating fees, routing to appropriate review staff, monitoring application progress for status reports, and preparing plans and permits for issuance; issues simple, routine permits within scope of authority, and responsibility assigned.

Maintains accurate and timely records of the permit and planning processes; inputs, maintains, and compiles a variety of data on permitting and planning activities, such as the number of permits, and applications by type, valuation, permit fees, review time, problem areas, conditions imposed, actions taken, etc.

Prepares and presents reports to the Architectural Review Committee (ARC), and supports the Planning Commission.

Prepares, assembles, and distributes ARC and Planning Commission packets.

Provides project direction and coordination to outside agencies and other City departments.

Serves as the Recording Secretary for the ARC and the Planning Commission, and for other meetings as assigned.

Fulfills legal documentation requirements related to actions taken by ARC and the Planning Commission.

Identifies recurring problems and may recommend changes to codes, rules, and regulations based upon common problem areas, and special land use development issues.

Identifies problems in the technical permitting, and planning systems; may develop, recommend, and implement approved permit system changes to make the processes more efficient and effective.

Assures that policies and procedures are followed in the receipt, routing, and processing of permit and planning applications.

Prepares, maintains, and stores records, files, and logs related to permit issuance, and inspections; prepares documents and plans for scanning.

Assists in the scheduling of requests for field inspections, and maintains an inspection activity log; assists in coordinating the permitting process with building officials, inspectors, planners, engineers, fire inspectors, and other agency staff.

Performs research on codes, and ordinances; researches problems and complaints regarding commercial, and residential buildings, building construction, and code compliance.

Assists in the resolution of complex and sensitive customer service issues, either personally, by telephone, or in writing; maintains records and documents of customer service issues and resolutions.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

International and California Building Codes and general land use development; zoning regulations; building administration; manual and computerized record-keeping systems.

Ability to:

Work effectively with contractors, developers, architects, engineers, owners, and the general public; read, and understand complicated plans, and blueprints; communicate effectively orally, and in writing; work under stressful conditions with frequent interruptions.

EDUCATION AND EXPERIENCE

Community Development Technician I

Possession of an AA/AS degree from an accredited college or technical training in land use, urban planning, architecture, public administration, building technology, or a closely related field, and one (1) year of experience in general construction, land use/planning, or related field

Community Development Technician II

In addition to the listed Community Development Technician I qualifications, one (1) additional year of experience in general construction, land use/planning, or related field.

SPECIAL REQUIREMENTS

International Code Council (ICC) (or comparable) certification as a Permit Technician or ability to successfully obtain prior to completion of probationary period.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, and permitting software; calculator; pencil; ruler; copy and fax machine; phone; mobile or portable radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to stand and sit; walk; talk and hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. Acute hearing is required when providing phone and personal service.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderately quiet. Employees primarily work indoors in a common work area and at a public service desk.

SELECTION GUIDELINES

Formal application, rating of education, and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude

them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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