



Class Code: 4-2302  
FLSA: Non-Exempt  
EEO: 4  
Bargaining Unit: 4  
Revised: 10/2020

## **COMMUNITY DEVELOPMENT TECHNICIAN, SENIOR**

### **DEFINITION**

Under general supervision, provides technical support for planning, building, and code enforcement activities; processes voluntary mergers, lot line adjustments, certificates of compliance, applications, and other documents; issues planning, grading, and building permits; calculates fees and collects payments; maintains, creates, and prepares building-related files and documents; provides information regarding building, planning, code enforcement, and/or structural requirements; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey-level class in the Community Development Technician series. Incumbents perform the full range of technical building inspection, planning, and/or code enforcement support duties. They are required to possess substantial knowledge of the department policies, procedures, and requirements.

This class is distinguished from the Community Development Technician in that the latter class provides routine technical support for building inspection, planning, and/or code enforcement activities under close supervision.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Chief Building Official. Exercises no direct supervision over staff. May provide lead direction, work coordination, and training, as assigned.

### **EXAMPLES OF ESSENTIAL DUTIES**

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Performs a variety of technical planning, building, and code enforcement support activities, including providing technical support information; processing planning applications; receiving and reviewing documents; calculating fees and collecting payments; obtaining and inputting building records; and scheduling inspections.
- Receives public complaints regarding code violations and other issues.
- Refers complex building and planning issues to other staff; refers customers to other county departments and public agencies as needed.
- Prepares, maintains, and creates files, records, and logs; inputs data; generates reports.
- Prepares, updates, processes, and distributes agendas, letters, notices, forms, requests for proposals, projects, and other documents.
- Provides a variety of administrative support activities for the community development department.
- May perform site visits to assist Building Inspectors and Code Enforcement Officers.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Basic practices and materials used in the general construction trades.

- Basic building and related codes and ordinances enforceable by the county.
- Functions, policies, procedures, and regulations of the community development department.
- Modern office procedures and administrative support methods.
- Customer service principles and techniques.
- Filing and recordkeeping principles and records management methods.
- Applicable business equipment, databases, and software applications, as assigned.
- Proper English spelling, grammar, and punctuation.
- Basic arithmetic concepts and financial recordkeeping.

**Ability to:**

- Provide customer and administrative support for the community development department.
- Read, understand, and explain department policies, procedures, and regulations.
- Perform mathematical calculations quickly and accurately.
- Communicate effectively, both orally and in writing.
- Gather, organize, maintain, and update data, information, records, and reports.
- Utilize a computer, relevant software applications, and/or other equipment, as assigned.
- Represent the community development department in a courteous and professional manner.
- Regularly work well under pressure, meeting critical deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, customers, and the public.

**Licensing and Certifications:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

**Education and Experience:**

Two (2) year of experience in technical community development support work comparable to that of a Community Development Technician with the County of Lake.

**WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS**

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Light Work:** Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and occasionally in the field where they may be exposed to inclement weather. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental

policies and procedures.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces.

Positions in this class may require local and statewide travel as necessary.

**Disaster Service Workers:** As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

**The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.**