



Class Code: 4-2300
FLSA: Non-Exempt
EEO: 4
Bargaining Unit: 4
Revised: 10/2020

COMMUNITY DEVELOPMENT TECHNICIAN

DEFINITION

Under direct supervision, provides planning, building, and code enforcement assistance and information; receives applications and supporting documents; issues planning, grading, and building permits; calculates fees and collects payments; maintains building-related files and records; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Community Development Technician series. Incumbents learn and perform basic technical building inspection, planning, and/or code enforcement support duties. They are expected to develop substantial knowledge of the requirements, processes, and procedures of the community development department as they perform initial work assignments.

This class is distinguished from the Senior Community Development Technician in that the latter class is expected to perform the full range of technical building inspection, planning, and/or code enforcement support duties and possess substantial knowledge of the department policies, procedures, and requirements.

Positions in the Community Development Technician series are flexibly staffed. Incumbents may advance to the higher level after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Chief Building Official. Exercises no direct supervision over staff.

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 planning, building, and code enforcement support activities, including providing basic information, receiving applications; reviewing documents; calculating fees and collecting payments; obtaining building records; and scheduling inspections.
- Refers complex building and planning issues to other staff; refers customers to other county departments and public agencies as needed.
- Receives public complaints regarding code violations and other issues.
- Prepares and mails routine letters; updates forms; inputs data; and maintains records.
- 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 functions of the community development department.

- Basic 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 basic customer and administrative support for the community development department.
- Read, interpret, and explain department basic policies, procedures, and regulations.
- Perform mathematical calculations quickly and accurately.
- Communicate effectively both orally and in writing.
- Gather, organize, maintain, and update data, information, and records.
- 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:

Three (3) years of increasingly responsible experience in performing a variety of office and fiscal support work, including experience in a position requiring substantial public contact.

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.