



Department: Development Services
FLSA Status: Non-Exempt
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Assistant City Manager
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JOB TITLE: Development Services Technician II (FT)

SUMMARY:

Under direction supervision, performs paraprofessional clerical and technical work related to Planning and Permit Center, Building, and Code Enforcement. Ability to learn and practice the procedures, policies, and functions of the City Development Services; to provide customer assistance with building permit applications; to receive applications and calculate fees; to issue over-the-counter permits; to process routine planning applications; to perform general planning support work; to perform a variety of engineering office work; and to do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide information regarding building, planning, zoning, permit requirements, land use and/or other related processes to the public, builders, engineers, contractors, and architects at a public counter or on the telephone.
- Interpret and apply City ordinances, rules and regulations related to the development process.
- Perform review of initial submittals for commercial, industrial, and residential projects for completeness and compliance with City zoning and planning regulations including building and zoning codes, utility codes and regulations, and/or issue permits as appropriate.
- Conduct research on property history and related issues and provides information to the appropriate City staff member.
- Perform initial check of parcel maps, subdivisions, and various other drawings.
- Prepare and verify the accuracy of computations and plot information obtained from plans; check lot dimensions and street widths against recorded map.
- Prepare written reports and correspondence, such as confirmation of zoning letters, and post public notices.
- Calculate plan review, inspection and other required fees and collect, record and balances permit-related monetary transactions.
- Maintain records and publications, including both residential and commercial plan libraries and perform general filing.
- Collects cash and other forms of payment for building and planning permits, licenses and citations; balances cash drawers and prepares daily accounting reports.

- Schedule building inspections, housing code inspections and code compliance inspections. Generate daily inspections report. Pull permits and close database file when inspections have been completed and project has received final approval.
- Assists with the City's Business License program; advises business owners of license and home occupation permit requirements; issues licenses; processes annual renewals; and manages the Business License database. Compile and distribute monthly and quarterly reports to County Clerk and Assessor's Office.
- Serves as administrative support for Code Enforcement, Planning Department, and Building Department.
- Prepares monthly and/or quarterly reports on all Development Services Department activities; prepares quarterly reports and generates payments to the State for mandated fee programs and to Shasta County for traffic citations.
- Performs related duties, as required.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Associates Degree (AA) or equivalent from a college or technical school or a minimum of two (2) years related experience and/or training.
- Perform advanced secretarial and clerical tasks.
- Deal tactfully with the public.
- Communicate effectively, both orally and in writing.
- Interpret and explain policies and procedures.
- Establish and maintain effective working relationships.
- Prepare financial records and reports.
- Prepare and maintain records, files and reports.
- Operate modern office equipment.
- Meet schedules and time lines.
- Understand and follow oral and written directions.
- Operate personal computer and software programs, particularly Microsoft Outlook, Word and Excel.
- Proficient in oral and written communication.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Advanced secretarial and clerical methods, techniques and procedures.
- Department operations, policies and objectives of assigned programs.
- Knowledge of City departments and operations.
- Basic knowledge of state and local planning and zoning laws and regulations.

- Knowledge of state and local regulations pertaining to building construction.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid California Class C driver's license.
- Preferred to possess certification through the ICC as a Permit Technician
- Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

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.
- While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

WORK ENVIRONMENT

While performing the duties of this job, the employee frequently works in both inside and outdoor conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.