



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

SUMMARY:

Under direction, performs paraprofessional clerical and technical work related to Planning and Permit Center, Building, and Code Enforcement. Provides direct public assistance on matters of land development. Other duties may include implementation of zoning and permit requirements; general support of the activities of professional, paraprofessional, and clerical staff; routine building construction inspection work in the enforcement of building and municipal codes; variety of field and office tasks; collects cash and other forms of payment for building and planning permits; licenses and citations; balances cash drawers and prepares daily accounting reports; manages the City's Business License program; and other duties and responsibilities as required in support of land development activities. At this level receives only occasional instruction or assistance as new or unusual situations arise.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as the first point of contact to the public, both at the Permit Center counter and via telephone. Routes customers to the appropriate City staff member or outside agency as necessary.
- Researches and responds to inquiries from developers, contractors, appraisers, property owners and the general public regarding General Plan and zoning information, building and planning permit requirements; floodplain designations, code violation complaints, nuisance abatement and traffic citations; and related information.
- Conducts research on property history and related issues and provides information to the appropriate City staff member.
- Determines building permit requirements and issues building permits including any attachments, agreements or affidavits required by State Building Code. Intake of permits requiring different types of discretionary planning/building permits and verification of complete submittals by applicants/developers. Permit issuance; preparation of Deferred Fee Agreements; Notarization of City Staff and Developer signatures; preparation of project folders and maintenance of address files; and, recording third party testing certificates for each permit. Prepares Certificates of Occupancy.

- Collects cash and other forms of payment for building and planning permits, licenses and citations; balances cash drawers and prepares daily accounting reports.
- Schedules building inspections, housing code inspections and code compliance inspections. Generate daily inspections report. Pull paper permits and close database file after projects have been completed and passed final inspection.
- Manages 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 Code Enforcement Clerk for the City. Prepares code enforcement files, logs new cases in spreadsheet by address, and prepares Notices of non-compliance, Stop Work Orders and red tags.
- Performs general and advanced clerical duties for the Planning Division, Building Division and Planning Commission; coordinates and schedules meetings; makes travel arrangements; composes, proofreads and types correspondence; creates and updates permit forms, templates, checklists and public information notices; copies and scans documents; routes incoming mail; processes outgoing mail; orders and maintains supplies; arranges for equipment maintenance; and completes similar duties.
- Prepares monthly and 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.
- Records and transcribes minutes of Planning Commission meetings.
- Provide guidance and support for Development Services Tech I/II.
- 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.
- Shasta Lake Municipal Code, California Code of Regulations Title 24, and basic plan review.
- Knowledge of City departments and operations.
- Knowledge of state and local regulations pertaining to building construction.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid California Class C driver's license.
- Preferred possession of certification through 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.