

JOB TITLE: Development Services Technician I



Department: Development Services
FLSA Status: Full-time Non-Exempt
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City Manager
Prepared Date: January 2023

SUMMARY:

Under direct supervision, performs clerical/technical work related to public assistance and general support of the activities of the Development Services Department.

This classification is responsible for clerical/technical duties/responsibilities associated with providing routine counter assistance to customers in the Development Services Department. Development Services Technician will work in the Building, Planning, Permit Center, or Code Enforcement areas. Development Services Technician I may be advanced to the Development Services Technician II level upon meeting the requirements of that classification, completing a minimum of one year of satisfactory performance as a Development Services Technician I, in a full-time position or equivalent service, with the City of Shasta Lake, and upon the recommendation of the Department Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Development Services Tech I is an entry level position, with the expectation after training, and work experience, the position can graduate to a Development Services Tech II position. The following duties and responsibilities include but not limited to:

- Answer routine telephone and front-counter inquiries regarding scheduling of inspections, scheduled public hearings, zoning and General Plan designations of property, and routine land use regulations.
- Process and maintain a variety of forms and other documents calling for review or development of data and the use of clerical procedural steps and thorough knowledge of program structure.
- Review and Process over the counter permit applications.
- Serves as administrative support for Code Enforcement, Planning Department, and Building Department.
- Assists with the City's Business License program; advises business owners of license and home occupation permit requirements; issues licenses; processes annual renewals.
- 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.
- Schedules building inspections, housing code inspections and code compliance inspections. Pull paper permits and generate daily inspections report. File permits when inspections have been completed.

- Conducts research on property history and related issues and provides information to the appropriate City staff member.

Upon successful training, the Development Services Tech I will be introduced to the following tasks of the Development Services Tech II:

- 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 plan review on 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 for large plan review projects as appropriate.
- 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.
- Management of the Business License database. Compile and distribute monthly and quarterly reports to County Clerk and Assessor's Office.
- 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.
- Act as a liaison with other agencies, City departments, or the public with regard to policies and procedures of the division or department in which the position is located.
- 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.

- Typical experience would include two years experience of relevant, progressively responsible clerical work. Knowledge of building, planning, and land development terminology is preferred.
- 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 timelines.
- 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:

- Knowledge of advanced secretarial and clerical methods, techniques and procedures.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid California Class C driver's license.
- The Development Services Tech I position will be expected to receive certification through the ICC as a Permit Technician, at the City's expense.
- 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.