

CITY OF LAKE ELSINORE

COMMUNITY DEVELOPMENT TECHNICIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, provides information to the public related to planning, engineering and/or development application processes, plan review processes, fees, and other policies and procedures; receives and reviews applications; calculates and collects fees; routes plans for review; prepares and maintains permit records and files; provides administrative support; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Community Development Technician** is the journey level class in which incumbents are expected to perform the full scope of permit processing and related support duties with minimum supervision. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required. This classification is alternative staffed with the Assistant Planner position and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher class level.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Planning Manager. Incumbents do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Provides customer service by responding to public and agency inquiries by phone and at the counter; provides information regarding policies, procedures, and application processes related to planning, engineering, and/or building; works cooperatively with property owners, contractors, architects, developers, engineers or their representatives to resolve questions regarding permit issuance and permit fees.
- Receives planning, building and engineering plans and specifications for completeness, review and conformance to permit requirements and regulations; routes plans to appropriate staff; reviews basic plans without involving planning staff; processes applications.
- Calculates various planning, engineering and building fees; writes-up receipts for customers; coordinates fee collection with the cashier.
- Explains zoning code and development, basic engineering requirements and the way projects flow throughout the Community Development Department to the public and developers.

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- Determines Zoning and General Plan designation and flood zones of property; prepares vicinity maps on the GIS; prepares CEQA notices.
- Issues a variety of ministerial permits, such as sign permits, building permits, temporary use permits and grading permits.
- Processes large family daycare permits; processes applications for current planning projects, including reviewing plans for compliance with all applicable codes and development standards; writes staff reports and conditions of approval; presents projects to Planning Commission.
- Develops, implements and maintains a coordination and tracking system for the three Divisions within Community Development.
- Updates the Planning Division activity reports and tentative meeting schedules; maintains awareness of the activities of the planners and project status.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Community Development Technician**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of experience performing increasingly responsible office support duties related to Community Development and the processing of applications and issuing of permits, and a high school diploma or equivalent supplemented with college level course work in planning, engineering, land use, or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

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KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Local municipal code sections as related to zoning, construction and permit processing procedures; various construction methods and terminology; basic planning and engineering concepts, California Land Use Law and Subdivision Map act; real property description and terminology; basic research methods used in the collection, tabulation, analysis and application of data; public relations techniques and procedures; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Read, interpret and review maps, plans, blueprints and supporting documentation; develop and maintain tracking system; collect, analyze and present data; work with the public in a courteous and friendly manner; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications; operate automated record keeping and permit tracking systems.