



Placer County

Community Development Technician - Assistant (#11719)

\$26.15-\$32.66 Hourly / \$4,532.67-\$5,661.07 Monthly / \$54,392.00-\$67,932.80 Yearly

Community Development Technician - Associate (#11720)

\$28.84-\$36.01 Hourly / \$4,998.93-\$6,241.73 Monthly / \$59,987.20-\$74,900.80 Yearly



Notify Me when a Job Opens for the above position(s)

DEFINITION

To receive, review, and process a variety of permits in one or more specialized land use areas; to perform a variety of research related to the permitting process, land development issues, and County requirements and regulations; and depending on assignment, to provide information and explanation to the public by telephone and at the public counter regarding permitting requirements and process and County requirements and regulations.

DISTINGUISHING CHARACTERISTICS

Assistant Community Development Technician

This is the first working level in the Community Development Technician series. This class is distinguished from the Associate level by performance of the more routine tasks and duties assigned to positions within the series that do not require an in-depth and comprehensive knowledge of building, planning, engineering and surveying or wastewater related codes and terminology or by the performance of duties involving less complex permitting tasks. Positions may be assigned to perform duties related to building, planning, engineering and surveying or wastewater services. Depending on assignment, employees at this level may not be expected to perform with the same independence of direction and judgment on matters allocated to higher level classifications either because the duties are more transactional or the permitting process is less complex.

Associate Community Development Technician

This is the second working level within the Community Development Technician series. Incumbents are expected to perform the full range of permit processing duties related to building, planning, engineering and surveying or wastewater services. This class is distinguished from the Senior Community Development Technician in that the latter either exercises technical and functional supervision over others, performs the most complex building, engineering and surveying, planning, or wastewater functions, or has demonstrated competencies involving the entire permitting process in multiple functional areas. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant level upon demonstration of competency and knowledge involving the permit process, land use function, and County requirements and regulations. In some cases, depending on the complexity of duties and job performance, an employee may remain classified at the Assistant Community Development Technician level indefinitely.

SUPERVISION RECEIVED AND EXERCISED

Assistant Community Development Technician

Receives supervision from department management or supervisory staff and may receive technical or functional supervision from other technical or professional personnel.

Associate Community Development Technician

Receives supervision from department management or supervisory staff and may receive technical or functional supervision from other technical or professional personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Accepts applications for structural and wastewater permits and begins permitting process by entering information into land use system to initiate permit; assigns permit numbers; and accepts fees.
- Accepts and logs commercial and residential plans and associated documents for plan checking; processes, prepares, and issues permits; makes mathematical calculations related to permit and associated fees; accepts fees and issues receipts for permits; balances and prepares daily deposit of fees collected.
- Bills for service charges that are exempt from property taxes.
- Accepts and processes a variety of applications and reviews for compliance with land use standards and regulations.
- Performs site plan review.
- Performs parcel, permit and zoning research and/or permit history regarding parcel zoning, land use and subdivision restrictions to the public which may involve multiple County departments.
- Reviews commercial and home occupation business licenses for compliance with land use standards and regulations.
- Tracks a variety of information including inspection schedules.
- Gathers and interprets utility line information; locates utility easements and other encumbrance lines on maps.
- Reviews as-built maps prior to issuing permits; updates maps and Assessor's pages as needed.
- Makes preliminary determinations regarding environmental review requirements; provides information regarding environmental review process to customers.
- Provides information to customers regarding hearing process and pre-development meetings.
- Builds and maintains positive working relationships with coworkers, other County employees, and the public using principles of good customer services.
- Prepares correspondence and notifications providing and requesting information from customers related to application materials and permit.
- Provides information to the public by telephone or at the public counter regarding applicable ordinances, regulations, requirements, and procedures related to the permitting and land development process and County regulations and requirements; assists the public in completing and processing various permits.
- Interacts with other County departments and/or outside agencies as needed.
- Prepares and distributes a variety of self-help related materials pertaining to the permitting process.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Assistant Community Development Technician

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: One year of general office support experience that involved substantial public contact. Experience related to community development activities and functions highly desirable.

Training: Equivalent to the completion of the twelfth grade. Additional specialized training or coursework in drafting, principles of real estate, planning, construction, geometry, trigonometry, physics, hydrology, economics, demography, or related field is highly desirable.

License of Certificate:

May need to possess a valid driver's license as required depending on the position. Proof of adequate vehicle insurance and medical clearance may also be required.

Associate Community Development Technician

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Two years of responsible permit processing experience comparable to an Assistant Community Development Technician with Placer County.

Training: Equivalent to completion of the twelfth grade. Additional specialized training or coursework in drafting, principles of real estate, planning, construction, geometry, trigonometry, physics, hydrology, geography, economics, demography, or related field is highly desirable.

License of Certificate:

May need to possess a valid driver's license as required depending on the position. Proof of adequate vehicle insurance and medical clearance may also be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Assistant Community Development Technician

Knowledge of:

- Principles and practices of customer service and public contact.
- Basic arithmetic and mathematical calculations.
- Clear, effective and correct use of oral and written English including spelling grammar, vocabulary and punctuation.
- Advanced operation of varied office equipment including computers and associated word processing, spreadsheets, and specialized application.
- Methods of filing and tracking information.
- Letter composition.

Ability to:

- On a continuous basis, sit at a desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; and occasionally lift moderate weight.
- On a continuous basis, know and understand assigned aspects of the job; identify and interpret technical and numerical permit processing activities; explain permitting process and procedures and County regulations and requirements to the public.

- Obtain information through interviews and dialogue; work fairly and courteously with the public; simultaneously process multiple permits; and work effectively with frequent interruption.
- Use a variety of modern office equipment, including but not limited to, computer, calculator, typewriter, telephone, facsimile machine, microfilm reader/printer, and photocopy machine.
- Communicate clearly and concisely, both orally and in writing.
- Clearly and concisely explain permit requirements and procedures to those less knowledgeable.
- Establish and maintain effective working relationships with coworkers, supervisors, other County employees, outside agencies, and the public.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Analyze situations quickly and objectively and determine appropriate course of action.
- Effectively use automated permit systems.

Associate Community Development Technician

In addition to the qualifications for Assistant Community Development Technician:

Knowledge of:

- Local ordinances and State statutes relative to land use, land development, and permitting process.
- Policies and procedures of the Community Development/Resource Agency and assigned department.
- Technical resource materials and information sources applicable to land development related activities.
- Agency and department specific software systems.

Ability to:

- Interpret and apply applicable ordinances, statutes and departmental procedures and policies.
- Read and interpret a variety of plans, maps, drawing, construction documents and specifications in the course of conducting research.
- Coordinate various permitting processes.

CLASS: 11719; **EST:** 3/1/2006; **REV:** 3/9/2015;

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