

Established:	11/19/13
Resolution:	2013-11-19-1501
Spec Adopted:	12/03/13
<u>Spec Amended:</u>	
<u>To CSC:</u>	
CS Status:	Classified
Unit	SCEA – P&T
FLSA Status:	Non-Exempt

City of Stockton

COMMUNITY DEVELOPMENT TECHNICIAN/
SENIOR COMMUNITY DEVELOPMENT TECHNICIAN

DEFINITION

Under general supervision, performs a wide variety of technical, clerical, public information and customer service duties in support of the ~~Permit Center~~Community Development Department; provides information and answers questions at the public counter and/or by phone and digital media; conducts intake of applications and plans; conducts compliance review of ministerial and policy review of light discretionary cases; issues permits for planning, engineering, fire prevention, and building services; conducts fee calculations; conducts remedial data collection and research analysis; assists with permit tracking; maintains and updates the City's computerized land use inventory system; provides support for Geographical Information System (GIS) applications; and performs related work as assigned.

CLASS CHARACTERISTICS

Incumbents may be assigned to either level in the series, provided that they possess the required education and experience, and successfully demonstrate proficiency which meets the minimum qualifications for the class to which they are to be assigned. The Community Development Technician is distinguished from the Senior Community Development Technician in that the latter has responsibility as a lead worker and a higher degree of knowledge, expertise, and ability to independently handle progressively more difficult and complex assignments with less supervision.

Community Development Technician is the entry-journey level class in this technical/clerical/public information/customer service series. Initially, under close supervision, incumbents learn departmental and City technical and specialized rules, regulations, policies, procedures and activities related to ~~the planning~~planning, engineering and building functions. As experience is gained, under general supervision, incumbents perform the full range of assigned duties.

Senior Community Development Technician is the advanced journey lead-level class of the series, fully competent to perform more responsible and difficult planning, engineering and building technical and policy work at the ministerial and light discretionary case levels. The Senior Community Development Technician is a promotional opportunity based on the needs of the department and incumbents must meet the ~~minimum~~required qualifications and have demonstrated proficiency at the journey level.

PRINCIPAL DUTIES (Illustrative Only)

The duties assigned typically emphasize one or more of the following areas, but are not limited to those listed below.

- Provides a high level of customer service to both external and internal customers; addresses inquiries from visitors at the ~~Permit Center~~Community Development Department, as well as from telephone calls, emails, website and other digital media inquiries; conducts intake

processing and issuance of planning, engineering and building permit applications.

- Conducts digital scanning and data entry into the permit tracking system; conducts records management; researches assignments; and performs census track studies.
- Reviews plans and specifications for basic information; tracks plans through the permitting process; issues permits collects fees and prepares receipts as required.
- Researches and assembles information from a variety of sources for the preparation of reports or completion of forms; uses spreadsheets and makes arithmetic and statistical calculations.
- Proofreads materials for accuracy, completeness, compliance with departmental policies, formatting and correct English usage, including grammar, punctuation and spelling.
- Prepares correspondence, reports, forms, receipts, brochures and specialized documents from drafts, notes, brief instructions, corrected copy or prior materials using a personal computer.
- Prepares written reports and exhibits for use in a variety of public meetings and hearings.
- Assists in the processing of parcel and subdivision maps and agreements.
- Provides staff support to the Geographic Information System, land use inventory and permit tracking system and other technology programs.
- At the senior level, leads, trains, and coordinates the work of others on a daily and project basis.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of programs related to community and urban development;
- Applicable federal, state, and local laws and regulations;
- Principles and practices of business computer user applications and standard office equipment;
- Standard business arithmetic and basic statistical techniques; and
- Basic research methods and ability to collection various types of data and formulate reports.

Skill in:

- Speaking clearly and concisely in person and over the telephone;
- Learning, interpreting, and implementing policies, procedures and computer applications related to the planning and/or building functions of the City;
- Establishing and maintaining cooperative working relationships with a variety of citizens, public and private organizations, and City staff;
- Organizing work, setting priorities and making sound independent decisions within established guidelines;
- Working in a standard office setting and use standard office equipment, including a computer;
- Preparing and presenting clear and concise reports;
- Making accurate mathematical and statistical calculations;
- Understanding and explaining complex city, state and federal laws regulating community development programs and projects; and

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- Exercising sound independent judgment within general policy guidelines.

Education/Experience:

Community Development Technician

~~Possession of~~Equivalent to a high school diploma ~~or GED~~ and two (2) years of experience which has included both substantial public contact and general office clerical work.

Senior Community Development Technician

Possession of an Associate of Arts degree or completion of sixty semester units or equivalent quarter hours from an accredited college or university and two (2) years of technical planning, natural resources, engineering and/or building experience at a level equivalent to the City's class of Community Development Technician.

OR

Equivalent to a high school diploma and three (3) years of increasingly responsible experience at a level equivalent to the Community Development Technician class with the City of Stockton.

Other Requirements:

- Must possess and maintain a valid California driver's license at the time of appointment.
- Must be willing to work overtime and travel as needed.

~~Knowledge of:~~

- ~~Principles and practices of programs related to community and urban development;~~
- ~~Applicable federal, state, and local laws and regulations;~~
- ~~Principles and practices of business computer user applications and standard office equipment;~~
- ~~Standard business arithmetic and basic statistical techniques; and~~
- ~~Basic research methods and ability to collection various types of data and formulate reports.~~

~~Skill in:~~

- ~~Speaking clearly and concisely in person and over the telephone;~~
- ~~Learning, interpreting, and implementing policies, procedures and computer applications related to the planning and/or building functions of the City;~~
- ~~Establishing and maintaining cooperative working relationships with a variety of citizens, public and private organizations, and City staff;~~
- ~~Organizing work, setting priorities and making sound independent decisions within established guidelines;~~

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- ~~• Working in a standard office setting and use standard office equipment, including a computer;~~
- ~~• Preparing and presenting clear and concise reports;~~
- ~~• Making accurate mathematical and statistical calculations;~~
- ~~• Understanding and explaining complex city, state and federal laws regulating community development programs and projects; and~~
- ~~• Exercising sound independent judgment within general policy guidelines.~~

Physical/Mental Abilities:

- Mobility - Constant sitting and standing for long periods of time while operating a keyboard; occasional walking, bending, stooping, kneeling, reaching, pushing and pulling;
- Lifting - Occasional lifting of 25 pounds or less;
- Vision - Constant use of overall visual capabilities; frequent need for use of color perception, hand/eye coordination, reading and/or close up work;
- Dexterity - Frequent holding, grasping, typing, repetitive motion and writing;
- Hearing/Talking - Constant hearing and talking of normal speech in person and on the telephone;
- Special Requirements - May require occasional weekend or evening work;
- Emotional/Psychological - Constant concentration, decision making and public contact; occasional ability to exercise sound judgment, especially under stressful situations; and working alone;
- Environmental Conditions - Occasional exposure to noise and outdoor conditions; and
- Working Conditions - Primarily performed in an office environment which is typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:

~~Original signed by~~

~~TERESIA ZADROGA-HAASE~~ALECIA

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TECHNICIAN

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INTERIM DIRECTOR OF HUMAN RESOURCES

DATE: December 3, 2013

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