



STAFF REPORT

SUBJECT: Consideration of the Community Development Specialist Classification and Salary Range; Resolution No. 2024-21

MEETING DATE:

May 16, 2024

SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk

PURPOSE OF REPORT: Information only Discussion Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to approve the new Community Development Specialist classification and proposed salary range and adopt Resolution No. 2024-21, A Resolution of the City Council of the City of Clearlake Approving Job Description and Salary Range for the Community Development Specialist.

BACKGROUND/DISCUSSION:

As we work to enrich our community's well-being, economic growth, and environmental sustainability, the Community Development Specialist would be a vital support role within the Community Development Department, tasked with a variety of high level building and planning secretarial and clerical duties to assist the professional staff and the public.

Key responsibilities of this position include:

Clerical and Technical Support: Perform various duties to support field and office operations, including updating maps and records, attending meetings, and preparing minutes.

Public Interaction: Act as the primary contact for building permit applications, providing information and assistance to the public, developers, and other government agencies.

Permit Processing: Handle the acceptance and processing of planning and building permit applications, ensuring compliance with regulations and issuing permits.

Record Keeping: Maintain accurate and up-to-date maps, zoning records, and databases related to city planning and development.

Presentation Preparation: Assist in preparing materials for staff reports and public hearings and may make public presentations for minor planning projects.

Financial Management: Participate in budget preparation and administration, including cost estimation for budget recommendations.

This role not only enhances the operational efficiency of the Building and Planning Department but also fosters the city's engagement with its citizens and its commitment to sustainable growth.

OPTIONS:

- 1. Move to adopt Resolution No. 2024-21
- 2. Other direction

FISCAL IMPACT:

None Approx. \$7000 for FY 23/24 Budgeted Item? Yes No
Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$
Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments: No budget adjustment is necessary due to savings from vacant budgeted positions within the Community Development Department.

STRATEGIC PLAN IMPACT:

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to adopt Resolution No. 2024-21.

- Attachments:** 1) Resolution No. 2024-21
 2) Job Classification for Community Development Specialist