

CITY OF CLEARLAKE

COMMUNITY DEVELOPMENT SPECIALIST

DEFINITION

The Community Development Specialist provides essential support to the Building and Planning Department through a range of secretarial and clerical tasks, aiding both professional staff and the public in matters related to building and planning.

SUPERVISION EXERCISED

This role does not exercise supervision. Reports directly to the Chief Building Inspector/Plans Examiner or designated supervisor. Supports the Community Development Department through various tasks and assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

Perform a variety of clerical and technical duties in support of field and office work for the professional building and planning staff.

Update maps, zoning and land use maps, records and other pertinent files.

Attend meetings, record, prepare, file and index minutes. Assist in preparing staff reports for the Planning Commission and City Council; may research information and prepare materials for presentations at public hearing.

Assist professional staff members in field inspections and the collection, tabulation, and analysis of various information, including physical, social and economic characteristics of the City, statistical computations, and construction activity; create and maintain corresponding computer database and map files. Collects and compiles data as directed for preparation of reports and statistical information.

Provide general information to the public, development community and other government agencies pertaining to land use, zoning, base maps, ordinance violations, and City planning and development policies, procedures, and standards.

Act as primary contact for building permit applications. Greet customers, schedule inspection appointments and receive calls for information requests, direct callers and/or provide the correct information to customers.

Accept and process planning and building permit applications. Review applications for completeness so that plans can be reviewed for accuracy and compliance with local, state, and federal regulations and policies. Research and update permit application status in response to inquiries from staff and the public. Enter data into automated system and log permit activity.

Calculate permit fees, ensure all permit fees are paid and issue receipts.

Advise contractors, developers, engineers, architects and the public on permit process requirements and permit status. Verify contractors' licenses, City business licenses, and property ownership.

Update parcel maps as submitted from the County.

Check legal descriptions of property, section maps, and regulations for appropriateness of site of lot size and setbacks.

Process minor planning project applications; review applications and plans for completeness, route to appropriate parties for comments, prepare public notice, prepare staff report, and make public presentations.

May participate in the office budget preparation and administration; prepare cost estimates for budget recommendations.

Other Job Related Duties:

Prepare handbooks, brochures, pamphlets, and other manuals.

Work cooperatively with others.

Perform related duties as assigned.

Job Related and Essential Qualifications:

Knowledge of:

English usage, spelling, grammar, and punctuation.

Modern office procedures, methods and equipment including computer equipment.

Basic report preparation techniques and principles of business letter writing.

Principles and procedures of record keeping.

Basic principles and techniques used in public relations.

Basic plan check and building permit approval process and procedure.

Basic building construction terminology, practices and concepts.

Applicable local, state, and federal engineering and building codes, ordinances, standards, guidelines, processes and requirements.

Manual and automated filing and permit tracking systems and recordkeeping.

Skills To:

Operate modern office equipment including computer equipment.

Type at a speed necessary for successful job performance.

Take and transcribe dictation at a speed necessary for successful job performance.

Provide information to the general public regarding planning and building department services.

Ability To:

Learn, interpret and apply pertinent Federal, State, and local laws, codes and regulations.

Perform secretarial and clerical work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Prepare maps, sketches, charts, graphs and other graphic representations for public display, reports, and illustrations for hearings.

Perform detailed review of permit submittal and prepare responses to insure completeness and conformance to processing requirements.

Compile and maintain accurate records.

Work independently in the absence of supervision.

Work on several tasks simultaneously, plan and organize workload, and meet deadlines.

Communicate clearly and concisely, both orally and in writing.

Develop cooperative public relations with developers, businesses, and the

general public.

Experience/Education and Training Guidelines:

Experience/Education: Requires possession of International Code Council (ICC) Permit Technician Certificate within one year of appointment.

Two years of responsible secretarial and clerical experience.

Valid California Driver's License.

Training: Equivalent to the completion of the twelfth grade supplemented by specialty training in planning or building is preferred.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment. Additionally, the ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and lift 25 lbs., with occasional exposure to noise and the outdoors.

Approved: (Date) (Resolution No.)