



## COMMUNITY DEVELOPMENT TECHNICIAN

### **Definition:**

Under the direct supervision of the Community Development Director or designee, is responsible for assisting with the administration and inspection of a wide variety of community development projects, including planning, public works, and field services.

### **Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assists in resolving citizen and customer issues.
2. Conducts field evaluations and assessments.
3. Prepares and presents detailed reports on development proposals to government bodies.
4. Issues right-of-way and grading permits.
5. Collects a variety of statistical data and prepares reports and maps on planning and public works issues.
6. Assists in the administration and inspection of a variety of projects; including capital improvement projects.
7. Monitors compliance and adherence to National Pollutant Discharge Elimination System (NPDES) requirements.
8. Utilizes Geographic Information System (GIS) and AutoCAD systems for various projects and reports.
9. Assists in the monitoring of landscape and lighting district.
10. Assists in the management of consultant contracts.
11. Assists senior planning, public works, and field services staff in a variety of tasks.
12. Performs other related duties as required.

### **Minimum Knowledge, Skill and Ability:**

#### **Knowledge of:**

- Principles and practices of planning and public works.
- Knowledge of principles and practices of research and data collection.
- Methods, materials, and techniques used in the construction of public works and utilities or traffic engineering projects.
- Methods of project management
- Computers and office software applications, including GIS and AutoCAD.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usages, spelling, grammar, and punctuation.
- Professional writing techniques.

**Skill and Ability to:**

- Communicate effectively with builders, engineers, architects, and the general public.
- Plan, organize, prioritize, and preform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Effectively maintain records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Adapt in a high-volume, fast-paced working atmosphere with multiple activities.
- Communicate clearly and concisely, both orally and in writing.

**Training and Experience:**

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be an Associates degree or at least 60 units of college credit towards a degree in planning, civil engineering, public administration, or a related field. Relevant experience may be substituted for education on a year-for-year basis. Familiarity with the California Public Contract Code and Standard Specification for Public Works Construction is desired.

**Licenses and Certificates:**

Possession of a valid California driver's license is required by the date of hire.

**Physical Requirements and Working Conditions:**

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Requires the ability to walk long distances.
- May be required to work at a video display terminal for prolonged periods.
- Performs lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening/weekend meetings and/or to travel within and outside of City boundaries to attend meetings.
- May be required to work evenings or weekends.