

## COMMUNITY DEVELOPMENT TECHNICIAN

### **JOB PURPOSE:**

Performs intermediate skilled clerical and technical administrative duties for the Department of Community Development in functional areas of building code enforcement, planning, zoning, erosion and sedimentation, and stormwater management; does related work as required. Work is performed under regular supervision of the Director of Community Development.

### **ESSENTIAL FUNCTIONS/TASKS PERFORMED:**

**Receives, processes, and records permit applications and associated fees; serves as receptionist; receives and responds to inquiries; prepares, maintains, and receives records and files;**

- Greets citizens and visitors, answers telephone and e-mails, receives inquiries concerning the permitting process and procedures, and codes; provides information or refers inquiries to appropriate personnel;
- Conducts transactions with the public in matters requiring a detailed knowledge of ordinances, rules, procedures, policies, precedents and activities;
- Receives, reviews, and processes all incoming permit applications including building, erosion, and zoning permits; assist applicants in obtaining complete information;
- Provides information regarding status of applications;
- Schedules inspections and appointments and guides citizens with requests for information;
- Issues building and zoning permits after approval, and prepares certificates of occupancy;
- Prepares general correspondence including memorandums, reports, schedules, newsletters, certificates, official notices, and other materials, from rough draft, copy, marginal notes, and/or verbal instruction;
- Checks and reviews data for accuracy, completeness, and conformance to established standards and procedures;
- Assists with the preparation of agenda packets for boards or commissions;
- Attends board, committee, and/or commission meetings, and prepares minutes;
- Enters a variety of data into computer system;
- Receives, opens, and date-stamps incoming mail; sorts and delivers mail to proper person or agency;
- Requisitions supplies and materials for the department and prepares invoices for payment;
- Collects and prepares data, maintains records, files and generate reports;
- Ensures proper licensing for contractors and tradesman through the Commonwealth;
- Prepares contractor licenses and renewals;
- Prepares reports to be sent to the County Treasurer's Office;
- Assists with responses to Freedom of Information Act (FOIA) requests and communications;
- Operates standard office, personal computer and related equipment;
- Performs related tasks as required.

### **EMPLOYMENT STANDARDS:**

#### **EDUCATION, EXPERIENCE AND TRAINING:**

Any combination of education and experience equivalent to graduation from high school including or supplemented by course work in secretarial science and considerable experience in providing administrative office support and office assistance work.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of standard office practices, procedures, equipment and secretarial techniques; general knowledge of business English, spelling and arithmetic; general knowledge of department programs and policies; ability to transcribe meeting minutes accurately at a reasonable rate of speed; ability to work beyond normal work hours on occasion and attend evening meetings; ability to make arithmetical calculations; ability to use Microsoft Office suite of programs for the purposes of creating and formatting documents, graphs, presentations, databases, and spreadsheets; ability to learn to operate departmental software systems; ability to establish and maintain effective working relationships with associates and the general public; ability to communicate effectively both orally and in writing in a highly interactive team-oriented work environment.

#### **SPECIAL REQUIREMENTS**

Possession of a permit technician certification issued by the Commonwealth of Virginia required within 18 months of date of hire.

#### **PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or

*This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive or totally restrictive. Reasonably related duties and responsibilities may be assigned as necessary at the discretion of management. Employees will be immediately notified of any changes. Reasonable accommodations will be made to enable qualified individuals with a disability to perform the essential functions.*

computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.