CITY OF ALBANY
COMMUNITY DEVELOPMENT TECHNICIAN

Under general supervision, performs routine and complex technical assistance related to zoning and building codes, regulations, and enforcement; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Planning Manager. Exercises no supervision of staff.

Class Characteristics
The Community Development Technician is a paraprofessional level class. Incumbents must possess working knowledge of the basic principles and practices of zoning and building codes and procedures along with planning, public works, and community development functions and activities. The Community Development Technician is distinguished from the Assistant Planner in that the Technician's work assignments fits a structured and established pattern while the Assistant is expected to use independent judgement to solve complex problems and to work with minimal supervision.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Answers inquiries from citizens at the counter, on the telephone, or in the field, and confers with the general public regarding regulations and requirements affecting building codes, regulations, and enforcement.
- Maintains plan check processes, including initial submission, reviewing plans and applications, making site visits, project approval, and completing other work as necessary in support of written staff reports and in order to issue routine community development and/or building permits; carries out intake and project tracking, reviews and organizes construction documents, calculates fees, and communicates with applicants.
- Maintains information systems within the department such as cross-checking business licenses with conditional use permits, conditions of approval with building permits, special work request processing, encroachment and building permit tracking, zoning enforcement, public works tracking, and maintenance management system operation.
- Assists the department in zoning and building code activities.
- Performs office functions as necessary to support department activities.
- Provides technical assistance to other City staff.
- Processes and follows up on service requests and referrals.
- Develops, creates, updates and maintains forms and handouts; generates and submits reports on construction-related activity to County, State, and Federal agencies.
- Issues Building, Encroachment, and various other Community Development permits.
- Performs related duties as assigned.

Knowledge of:

- Basic principles, practices and methods of planning, building inspection, and/or construction.
- Principles and practices of the California Building Code and California Housing Code.
• Basic mathematical skills.
• Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

• Read, analyze, review, and interpret building specifications, plans, codes, and regulations.
• Review and evaluate construction plans for completeness.
• Exercise independent judgement and initiative.
• Plan, implement, and maintain programs in the functional area to which assigned.
• Maintain accurate records.
• Listen, understand, retain, follow, and apply verbal and written instructions and directions.
• Foster team work within the department.
• Manage ongoing relationships with outside consultants.
• Operate modern office equipment including computer equipment and specialized software applications programs.
• Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
• Communicate clearly and concisely, both orally and in writing.

Education and Experience
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth grade; completion of an Associate’s degree with major course work in a related field is preferred. Two years of responsible experience in the building construction trade or municipal government building inspections.

Licenses and Certifications
Valid California Driver’s License.
An ICBO certificate in electrical, mechanical, plumbing, or building codes is preferred.

Physical Demands
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

Environmental Elements
Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Special Requirements
Positions in this classification independently travel within and outside of City limits to fulfill the assigned duties and responsibilities.