



Baker County Board of Commissioners

Development Technician

JOB OVERVIEW

Responsible position working with the public processing applications for building permits, land use and zoning changes, code enforcement, and contractor licensing in accordance with adopted procedures, ordinances and codes. This position is the frontline for the Community Development Department.

MINIMUM QUALIFICATIONS

- Completion of a High School Diploma or possession of an acceptable equivalency diploma.
- Two (2) years' work experience in responsible office work; construction, land use and zoning, or real estate related work preferred.
- Valid Florida Driver's License and a driving record acceptable to insurance provider

CORE COMPETENCIES

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

JOB SPECIFIC COMPETENCIES

- Knowledge of general office procedures
- Knowledge of construction, real estate, planning, and zoning terminology and documents
- Knowledge of telephone etiquette
- Knowledge of the uses of computer and equipment
- Skill in typing, filing and records research techniques
- Knowledge of the codes and ordinances related to the land use, zoning, development review and building permit process
- Ability to work under pressure and meet deadlines
- Ability to follow oral and written instructions
- Ability to follow through on designated tasks
- Considerable knowledge of the rules, regulations and operational requirements of the organization to which assigned
- Must be skilled in the use of word processing equipment, copier and other office machines.
- Must be able to perform multi-task operations with continuous interruptions
- Must be able to keep complex records and files
- Must be able to deal and communicate courteously and effectively with public
- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate both orally and in writing
- Ability to access file cabinets for filing and retrieval of data
- Ability to communicate using speech, hearing and vision skills

- Ability to sit at a desk and view a display screen for extended periods of time
- Ability to enter data into a computer
- Reasonable accommodation will be made for otherwise qualified individuals with a disability

REPRESENTATIVE DUTIES

Note: The following duties are illustrative and not exhaustive. 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 the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Accepts and processes building permits, miscellaneous permits, licenses, zoning and land use changes and use permits.
- Provides the public with information relating to the inspection and permitting process. Reviews forms for accuracy, explains permit procedures and fees and determines missing documents, and enters information into the computer.
- Provides the public with zoning, flood zone, and future land use information.
- Must understand and stay current with the local codes and ordinances relating to zoning and land use, including procedural requirements for applications and permits for the County.
- As assigned, serves as secretary to the Code Enforcement Special Magistrate and creates agendas, takes and writes minutes of the meetings, and other duties as needed.
- Assists with identifying violations and maintaining contact with contractors and complainants. Ensures compliance of the licensed contractor at the time of permit issuance and coordinates the necessary inspections to complete the conde complaint process. Maintains department and licensing board records; monitors contractor activity at the local and State level. Provides case information, code requirements and licensing information to the public as requested.
- Prepares correspondence, memoranda, reports, records, orders, executive summaries, and other office documents. Performs routine office duties including but not limited to, research and retrieval of records.
- Creates and maintains specialized office files relating to Licensing and Code Enforcement. Files letters, reports, code liens, and related technical information in the prescribed manner. Assembles information for others use.
- In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
- Understands and complies with State and Federal regulations on land usage, zoning, business permits and building access.
- Regular Attendance.
- Primarily works inside an office environment, with limited outside duties.
- Reports to the Community Development Director

This classification description is not intended to be, nor should it be construed as an all-inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.