



Baker County Board of Commissioners

Community Development Technician I

Community Development Technician II

JOB OVERVIEW

Under general supervision of the Community Development Director, the Community Development Technician I and II perform a variety of paraprofessional tasks at the public counter and sometimes in the field, including basic intake and review of wide variety of land use and development proposals, basic file research and maintenance, and map reading; prepares simple technical reports; creates and maintains databases; assists the Director with research and planning studies. The Community Development Technician may be assigned to Planning, Zoning, Building, or Code Enforcement operations. Perform related duties as required.

MINIMUM QUALIFICATIONS

Community Development Technician I – High school graduate with an interest in planning, zoning, architecture, drafting, engineering, geography, urban studies, public administration or related field. Ability to read and write reports in an office environment. Excellent customer service skills. No prior planning and zoning experience is required. Must possess a valid Florida Driver's license.

Community Development Technician II - High school graduate or equivalent with two years' experience in an office environment in planning, zoning, architecture, drafting, engineering, geography, urban studies, public administration or related field; OR an equivalent combination of education and experience with knowledge and abilities essential to the successful performance of the duties assigned to the position. Must possess a valid Florida driver's license.

CORE COMPETENCIES

Community Development Technician I & II – Basic skills

- Knowledge of office procedures and record keeping operations; general planning, mapping or construction technology.
- Answer phones and handle customers at the counter.
- Ability to maintain and research files and records.
- Ability to read and understand a variety of land use policies, ordinance, and technical reports.
- Provide the public with information in a tactical, clear and understandable manner.
- Ability to complete detailed paperwork accurately.
- Basic computer skills such as internet research, email, word processing, and simple spreadsheets.
- Basic writing skills including punctuation, grammar, organization and appropriate format.
- Performing skills of the Planning & Zoning Technician II as a trainee.

Community Development Technician II – Advanced skills

- Ability to interpret County zoning, planning and building policy and regulations;
- Knowledge of techniques used in compiling and interpreting data

- Knowledge of instruments, methods, and symbols used in mapping and property descriptions.
- Ability to research and investigate records utilizing approved techniques and procedures;
- Advanced computer skills such as databases and spreadsheets;
- Understand, explain, and interpret planning, zoning and building policies and regulations accurately and tactfully to the public;
- Analyze planning, zoning and building applications for compliance with procedural requirements;
- Understand and interpret legal property descriptions, topographic drawings, maps, and field notes;
- Ability to communicate and present information to County staff, officials and the general public clearly, accurately and tactfully;
- Prepare well-written and well-organized reports, memorandums and correspondence;
- Prepare graphs, charts, exhibits, and illustrations for reports; prepare and distribute legal notices;
- Take direction from multiple sources and complete tasks on a deadline;
- Seek direction and prioritize tasks;
- Assist staff in meetings, set up and the taking and typing of the meeting minutes;
- The Community Development Technician II provides advice and guidance to the Planning & Zoning Technician I, under supervision of the Director.

REPRESENTATIVE DUTIES

- Covers the planning and zoning counter, receives and determines completeness and acceptability of various types of land use applications including land use permits, subdivisions, conditional use permits, zone changes and clearance, variance, and other permits.
- Reviews land use proposals for basic conformance with land use policies and procedures contained in Comprehensive Plan, Baker County Land Development Regulations, and other regulatory guidelines.
- Approves basic ministerial permits involving residential construction, grading, signs, change of use, parking and other similar permits.
- Performs staff review for final map clearance; advises applicants of required land use standards and application contents.
- Refers discretionary land use applications to higher level staff.
- Provides a variety of procedural and recorded information to the public including case file information, zoning, and land use requirements, and assessor's parcel number;
- Receives and records permit fees.
- Reconciles permit fees with documentation according to established accounting procedures.
- Maintains records of all permits issued and applications in progress; logs information into computer.
- Supervises and assists in departmental scanning of projects for long-term recordkeeping.
- Maintains database to track permit review, permit compliance, and progress towards performance measures.
- May make routine field investigations to assure compliance with conditions of approval contained in approved land use permit, conditional use permit, and variance and development plan.

- Assist the Director with research and planning studies by compiling data and preparing reports.
- Assists in the coordination of regular departmental meetings
- Other tasks as assigned.

PHYSICAL DEMANDS

Must have the ability to work in a busy office environment with the ability to sit or stand for extended periods, walk up to one-quarter mile on terrain that may not always be level, kneel, stoop, squat, twist, and lift and carry up to 20 pounds. Acceptable eyesight and hearing (with or without correction) and ability to communicate both orally and in writing. Assignment of field inspections and tours will require outdoor work, sometimes in adverse weather conditions.

The majority of work is performed inside an office at a centrally located desk. Must be willing and available for night meetings, out-of-state travel, and overnight travel; must be available to work overtime as necessary.