



Baker County Board of Commissioners

Community Development Technician I

JOB OVERVIEW

Under general supervision of the Community Development Director, the Community Development Technician I performs 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

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.

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.

REPRESENTATIVE DUTIES

- 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.
- Performing skills of the Community Development Technician II as a trainee.
- Basic computer skills such as internet research, email, word processing, and simple spreadsheets. Basic writing skills including punctuation, grammar, organization, and appropriate format.
- 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.

- Must learn and become proficient in the review of 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.
- Must learn and become proficient in the approval of basic ministerial permits involving residential construction, grading, signs, change of use, parking, and other similar permits.
- Must learn and become proficient in the performance of 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.
- Must learn and become proficient in 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
- Employee must be able to physically work in person within his/her county office or work facility because of the strong interpersonal expectations within this job
- 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.