



JOB TITLE: Community Development Technician
FLSA: Non-Exempt
DEPARTMENT: Community Development **DATE:** June 2022
REPORTS TO: Community Development Director

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

SUMMARY OF JOB PURPOSE:

This position performs professional level work assisting the Community Development Department in the administration of projects, processes, administration and tracking of Business Licenses, performs administrative support duties as well as technical duties requiring considerable proficiency and accuracy; demonstrates strong customer service skills. This employee will review planning submittal and building permit applications for accuracy and completeness of information and calculate associated fees. This is a highly responsible position that interacts daily with the public; developers; contractors and City staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with management of department cases pertaining to planning projects and building permit applications and inspections.
- Administration of the issuance and tracking of City Business Licenses.
- Intake of planning project and building permit submittals and processing applicable fees.
- Serve as the Secretary of the Planning Commission and Board of Adjustment.
- Prepare packets for the Planning Commission, Board of Adjustment and City Council.
- Take minutes at Planning Commission and Board of Adjustment Meetings.
- Create and maintain an administrative filing and record keeping system in accordance with the City's Policies and government regulations.
- Utilize Citizenserve Community Development software for various applications serving the needs of the department and customers.
- Handles and processes all incoming and outgoing mail associated with the subject Department. Intake of departmental phone calls and routes to appropriate employee.
- Assist with file storage, cataloguing, and general departmental organizational tasks.
- Establishes, organizes and maintains applicable purchasing and vendor related records, files, lists, forms, and other documentation.

- Assists with Code Enforcement and nuisance complaints.
- Responsible for ensuring all Contractors performing work are licensed in the City of Loxley prior to a building permit being issued; check all subcontractors for licenses; ensure all contractors are licensed before a Certificate of Occupancy is issued.
- Performance and Maintenance Bond filing and tracking.
- The work is performed under the direct supervision of the Community Development Director, but a large degree of independence is given in answering questions relating to the submittal of items for Planning Commission and Board of Adjustment consideration and the administration/issuance of building permits. Must be able to work in a fast-paced, team environment. Must be able to handle multiple tasks within a short time span. Must be a self-starter and motivated individual that can quickly solve problems. This position requires extensive contact with the public, most often in a one-on-one situation. This position will require someone who can think creatively and work well with the public as well as other City employees from various departments. Must represent the City in a pleasant, professional and knowledgeable way.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

- Excellent time management and organizational skills with strong attention to detail.
- Ability to establish and maintain effective working relationships with employees and the general public.
- Experience creating reports, spreadsheets and general statistics.
- Experience with budget management and basic fiscal operations.
- Knowledge of internet software, Microsoft Office applications, including, but not limited to: Microsoft Excel, and/or Access, Word, and Power Point. Must also obtain the ability to learn new programs.
- Ability to maintain effective working relationships with coworkers, officials, administrators, and the public.
- Ability to communicate effectively orally and in writing.
- Develop and maintain positive relationships and effective working relationships with all those encountered while at work.
- Ability to handle departmental requisitions and purchase orders.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work performed is almost exclusively in a general office environment, and the noise level is not excessive, however there may be instances that require visits to various project sites within the City's Planning and Permitting Jurisdictions. The physical demands are consistent with general office requirements. Position requires odd hours at times, due to after normal business hours meetings. Must be able to handle high stress situations and effectively deal with difficult people and situations.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- An Associate's and/or Bachelor's Degree is desired.
- Municipal government experience is desired.
- At least 2 years of experience in an office setting is desired.

***Note:** Pay will be based on experience and qualifications.