

## CITY OF RIVERBANK

### COMMUNITY DEVELOPMENT SPECIALIST I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, learns to perform and performs a wide range of technical and clerical support duties in the Community Development Department in the areas of planning, building, and code enforcement; assists the public in person and on the phone, answering questions on departmental policies and procedures; receives and processes various permits; performs permit tracking; attends a variety of meetings, including the Planning Commission meetings; assists with updating City ordinances and codes; provides technical planning and building support to the public; assists with data entry, filing, and public notification letters; receives and verifies complaints made by the public; prepares lists of inspections needed; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

##### **Community Development Specialist I**

The **Community Development Specialist I** is the entry-level class in the Community Development Specialist series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework, where there are minimal consequences of error, including providing public assistance with building, planning, and code enforcement concerns and permits. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Community Development Specialist II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

##### **Community Development Specialist II**

The **Community Development Specialist II** is the journey level class in which incumbents are expected to perform the full range of building permit, planning application and code enforcement support duties, including the verification of customer complaints and questions. This class requires the knowledge of codes and regulations in a broad range of areas, including zoning, building, planning, vehicle, housing, and municipal codes. This class is distinguished from the next higher classification of Senior Community Development Specialist in that the latter performs the more difficult assignments and provides lead direction to lower level staff.

#### **SUPERVISION RECEIVED/EXERCISED:**

##### **Community Development Specialist I**

Receives immediate supervision from the Community Development Director or assignment management staff. Incumbents in this class do not routinely exercise supervision.

**Community Development Specialist II**

Receives general supervision from the Community Development Director or assignment management staff. Incumbents in this class do not routinely exercise supervision.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs a wide range of support duties in the Community Development Department in the areas of planning, building, and code enforcement.
- Assists developers, homeowners, contractors, and the public at the front counter and over the phone; answers question on departmental policies and procedures related to building activities, planning, applications, nuisance abatement, property management, zoning, housing, signage, noise, business licenses, and building permit applications.
- Processes building permits; ensures adherence to building codes; explains and interprets building codes; issues and collect fees for various applications, registrations and licenses; issues receipts for fees collected.
- Bills and processes business licenses for construction projects; processes reimbursement certificates and agreements of lien ensuring that all monies are collected in a timely manner; provides support to the Building Inspection staff.
- Reviews business license applications; ensures compliance with zoning requirements; forwards applications to appropriate departments.
- Prepares list of inspections needed for the Code Enforcement Officer; performs data entry and prints out reports related to code enforcement functions; prints and mails letters.
- Interprets, applies, and explains applicable municipal codes, zoning ordinances, building codes, vehicle codes, state housing, health and safety codes and other related laws, codes, and regulations needed to assist the Code Enforcement Officer; assists with conducting abatement hears of routine code violations.
- Receives and reviews completed planning applications; ensures information is accurate and complete, and in compliance with zoning, environmental, and other regulations; advises the public on necessary corrections.
- Prepares and assembles Planning Commission agenda packets; distributes packets to appropriate members; attend Planning Commission meetings; takes and records minutes.
- Prepares a variety of reports, including month-end and year-end reports; completes reports on operations and activities, including the census report and statistical reports on the number of building permits; prepares statistical reports; maintains a variety of records and files; prepares a variety of paperwork utilizing word processing software, GIS, and other technology or reference material to process form letters, forms, and required notices; prepares public hearing notices; performs research, including researching property legal descriptions and owners of record to ensure notices are sent to the proper parties.
- May conduct building inspections; site visits for planning projects, and/or code enforcement

- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, and crouching in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data, and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this position may work in all weather conditions, including wet, hot, and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Community Development Specialist I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Community Development Specialist I**

One year of clerical work, records maintenance, computer applications, and customer service in the areas of planning, building and/or code enforcement, and a high school diploma or equivalent.

**Community Development Specialist II**

In addition to the above, one year of experience equivalent to that of a Community Development Specialist I with the City of Riverbank.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

**Knowledge of:**

Principles, practices, and methods used in the support of building, planning, and code enforcement functions; Uniform Building Codes and Municipal Code sections as related to permit processes and inspection procedures; various construction methods, materials, and terminology for both residential and commercial projects; basic research methods used in the collection,

tabulation, analysis, and application of building inspection data; permit issuance; public relations techniques and procedures; planning procedures and processes; code enforcement functions; methods and techniques used in enforcement and investigation; planning applications; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Appropriately apply codes and regulations to varying situations; effectively deal with members of the public; read and interpret maps, sketches, drawings, specifications, and technical manuals; explain and give zoning, building and planning ordinances; research, organize, and disseminate information; issue permits and accept applications; prepare a variety of reports, correspondence, forms, and letters; perform mathematical calculations quickly and accurately; learn more complex principles, practices, techniques, and regulations pertaining to assigned duties; organize and plan major events; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.