

CITY OF RIVERBANK

SENIOR COMMUNITY DEVELOPMENT SPECIALIST

*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, performs a wide range of complex and difficult 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; assists with updating City ordinances and codes; 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:

The **Senior Community Development Specialist** is the advanced journey level class responsible for performing the most complex building permit, planning application, and code enforcement support duties, including the verification of customer complaints and questions. This class requires extensive knowledge of codes and regulations in a broad range of areas, including zoning, building, planning, vehicle, housing, and municipal codes. This classification is distinguished from the next higher classification of Director of Community Development in that the latter has overall responsibility for the Community Development Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Director of Community Development or assigned management staff. Incumbents may provide technical or functional supervision to lower level staff.

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

- Performs a wide range of complex 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 the more difficult questions 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; calculates system development fees for new construction; 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

SENIOR COMMUNITY DEVELOPMENT SPECIALIST

Page 2

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 hearings 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; tracks planning and building projects.
- Prepares and assembles Planning Commission agenda packets; distributes packets to appropriate members; sets up for meetings; attend Planning Commission meetings; takes and records minutes.
- May conduct building inspections; site visits for planning projects and/or code enforcement inspections to verify complaints; works closely with the Building Inspectors and Code Enforcement Officers to resolve issues; assists in scheduling inspections.
- Performs minor plan checks; sends the larger complex plans to a contract company to perform the plan checks; recommends corrections to violations; maintains department logs, including the status of plan checks and residential activity; performs input and retrieves data; prepares statistical reports.
- Orders and maintains office supplies; provides assistance and training to subordinate level staff.
- Writes staff reports; assists in correcting and writing new ordinances; provides assistance in the grant writing process; prepares and makes oral presentations; composes public notices for adjacent property owners concerning planning, code enforcement, and building matters; researches, complies, analyzes, and develops verbiage for updates to ordinances, codes, and design expectations.
- 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.
- Maintains, updates and provides training on GIS and permit system software.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, reaching, twisting, bending, squatting, grasping, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 50 pounds is also required.

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 **Senior Community Development Specialist**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in planning, building, or code enforcement support and a high school diploma. An associate's degree with course work related to planning and building is highly desirable.

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.)*

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.

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; prepare staff reports; 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 standard office equipment, including a computer and variety of word processing