



**COUNTY OF LAKE**  
invites applications for the position of:

**EXTRA HELP - COMMUNITY DEVELOPMENT  
TECHNICIAN I**

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**SALARY: \$ 15.20 per hour**

Community Development is seeking an Extra Help Community Development Technician I (Full job description, including minimum requirements are below). This Extra Help position is limited to no more than 25 hours per week and no more than 900 hours per year. Incumbents are paid only for hours worked, and are only entitled to legally mandated benefits, which does not include paid vacation or holidays. Extra help employees do not have status with the County.

Please complete a hard copy application, available on the County website or in person at the Human Resources Department and indicate "Extra Help Community Development Technician I" as the title of the position on the application.

Applications may be submitted in person or by mail to the below addresses:

**Human Resources Department, 255 North Forbes St, Lakeport, CA 95453.**

**OR**

**Community Development, 255 North Forbes St, 3<sup>rd</sup> Floor, Lakeport, CA 95453.**

**EXTRA HELP COMMUNITY DEVELOPMENT TECHNICIAN I**

**DEFINITION**

Under general direction, to learn and perform basic work in receiving applications and supporting documents from the public and issuing planning, grading, and building permits; to learn to compute costs and fees and collect monies from the public; to learn to process voluntary mergers, lot line adjustments, certificates of compliance and associated documents; to support Planning Division staff in the distribution of projects for agency review, creation of new project files, and filing and maintenance of planning files and related documents; to answer questions regarding code enforcement, planning, and/or structural requirements for the public, architects, contractors, and engineers, referring them to other staff as necessary; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level in the Community Development Technician class series. Incumbents learn and perform basic technical building inspection, planning, and/or code enforcement support duties. They are expected to develop substantial knowledge of the requirements, processes, and procedures of the Community Development Department as they perform initial work assignments. This class is distinguished from

Community Development Technician II by the fact that incumbents perform many work assignments in a training and learning capacity. When work knowledge has been developed, sound work demonstrated, and certification and other requirements have been met, an incumbent may reasonably expect promotion to the Community Development Technician II level.

### **REPORTS TO**

Office Manager, Code Compliance Manager, Chief Building Official, Assistant Community Development Director and Community Development Director.

### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory classification.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)***

*{Many of the assignments described below are performed in a training and learning capacity with an incumbent expected to continually develop the knowledge and ability to work on an increasingly independent basis.}*

Performs a variety of public counter work answering planning, building, and code enforcement questions; assists the public with submission of applications; performs basic reviews of materials and documents submitted by the public and explains mitigation requirements within the scope of knowledge and expertise, referring more complex problems and issues to other staff, as necessary; computes fees and collects monies; processes planning applications such as voluntary mergers, lot line adjustments, and certificates of compliance; determines legal lot of record from review of land descriptions and deeds; interprets codes, ordinances, and plans; may perform site visits to assist Building Inspectors and Code Enforcement Officers; may performs basic plan check; performs computer input of a variety of data and information; schedules inspections; receives public complaints regarding code violations and other issues; refers customers to other County departments and public agencies when necessary; assists Building Inspectors with correction notice follow-up; assists Planners by preparing and mailing standard letters for mitigation and monitoring and other permit deadlines.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; operate an automobile.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office, outdoor, and driving environments; some assignments performed alone in remote locations; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to electrical currents; continuous contact with staff and the public.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Basic practices and materials used in the general construction trades.
- Basic functions of the Community Development Department.
- Principles of mathematics related to fiscal record keeping and the building trades.
- Inspection methods and procedures.
- Modern office methods and procedures.
- Maintenance of files and information retrieval systems.

### **Ability to:**

- Learn and perform a variety of technical application in-take, permit issue, and enforcement support work for the Community Development Department.
- Read, interpret, and explain documents, applications, and codes related to the functions of planning, code enforcement, and building inspection.
- Learn and perform basic plan checks and reviews for building permit applications.
- Make mathematical calculations quickly and accurately.
- Communicate effectively both orally and in writing.
- Prepare clear and concise reports.
- Represent the Community Development Department in a courteous and professional manner.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

### **Training and Experience:**

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of increasingly responsible experience in performing a variety of office and fiscal support work, including experience in a position requiring substantial public contact.

### **Special Requirements:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

***The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.***