

## COMMUNITY DEVELOPMENT ANALYST I

### **DEFINITION**

Under direct supervision, performs a variety of customer service functions in the Community Development Department, which includes the Planning, Building Inspection, and Code Enforcement divisions. The Community Development Analyst advises the public on a variety of regulatory requirements; performs routine and technical work, both at the public counter and in the back office; answers inquiries related to building codes, remodeling and repair requirements, development regulations, general plan policies, permit procedures and schedules; performs preliminary review of plans and specifications; reviews, tracks, and processes applications; issues building permits; calculates and collects fees; prepares and assists in administering grant applications, including periodic reporting for the Local Transportation Commission's overall work program; participates on project teams in planning studies, environmental reviews, community design, and general plan preparation; assists with planning policy formulation and implementation; and performs other work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the first working level the Community Development Analyst class series. In support of the Community Development Department. This professional class is distinguished from the planning series and the building inspector series in that it requires broader, data collection, research, analysis, staff report preparation, public presentations, and technical field services than incumbents in the other professional classes, requiring the incumbent to be knowledgeable and work in a broad scope of tasks and projects. Incumbents in this class are expected to be cross-trained in all areas of community development permits and processes.

### **ESSENTIAL FUNCTIONS**

### **REPORTS TO**

Community Development Director or designee.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

### **DAILY FUNCTIONS AND DUTIES INCLUDE** *(The following is used as a partial description and is not restrictive as to duties required.)*

- Provides information to the public on various Community Development Department regulations, permits, and applications;

- Accepts and reviews application and plan submittals for completeness and compliance with Mono County ordinances and regulations;
- Assists in processing construction plans; enters plans into permit software, reviews plans to establish valuation and computes plan check and various other fees;
- Verifies current contractor's licenses and worker's compensation insurance; refers plans to building inspectors, environmental health specialists, planners, code compliance personnel, public works, special districts and plan checking personnel as needed;
- Issues routine permits for building construction work;
- Verifies completion of necessary documentation to balance accounts for monies collected;
- Coordinates applicable inquiries with code compliance staff;
- Gathers data and information for planning studies and long range planning policy development;
- Assists with preparation of general plan elements;
- Assists with current planning assignments;
- Assists with and prepares project reports;
- Conducts research and performs data analysis;
- Processes applications for planning permits;
- May conduct inspections of sites to ensure compliance with General Plan and zoning codes;
- Assists with and prepares environmental studies;
- Assists with and prepares public presentations;
- Participates in the environmental review of proposed projects;
- Assists with the implementation of general plan and specific planning requirements;
- Assists with the revision of planning ordinances;
- Interprets use permits, ordinances, policies, and regulations;
- Performs basic reviews of site development plans and may prepare and present staff reports on routine items for the Planning Commission;
- Prepares or assists with the preparation of maps and graphs;
- Answers public inquiries regarding planning issues, permit procedures, and zoning;
- May represent the Department on committees;
- Provides staff support to the Local Transportation Commission, regional planning advisory committees, and certain state mandated and local commissions;
- Develops grant proposals;
- Manage grants, including fiscal and progress reports;
- Responds to the more routine inquiries and complaints related to building and planning regulations;
- Develops and/or maintains departmental web page;
- Maintains necessary records according to department policy;
- Provides monthly progress reports and statistics;
- Performs general office duties including staffing the customer service counter;
- Maintain confidentiality;
- Other duties as assigned.

## **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds unassisted and greater than 25 pounds with assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; some driving in and out-of-county is required; frequent contact with staff and the public; the incumbent may work a portion of the week in the Bridgeport Office and at times other than the normal 8 a.m. to 5 p.m. schedule, such as occasional night meetings.

## **DESIRABLE QUALIFICATIONS**

### Knowledge of:

- Methods, procedures, principles and practices of record keeping and report writing.
- Computer and Internet applications related to permit functions, planning and land use.
- Building, zoning and related codes and ordinances enforceable by the County.
- Uniform Building, Plumbing, Mechanical and Electrical Codes.
- Principles of mathematics related to the building trades.
- Basic housing construction methods and terminology.
- Basic symbols and content of construction plans and blueprints.
- Functions and responsibilities of a public planning agency.
- Principles, techniques, and knowledge of land use planning.
- Current trends in land use planning and community design.
- Research and statistical methods.
- Environmental impacts of changes in land use.
- Graphic illustration and presentation (GIS preferred).
- Applicable federal, state, and local laws and codes.

### Ability and willingness to:

- Read, understand and apply ordinances and regulations.
- Educate the public on the significance of community development initiatives
- Assist in the preparation of planning studies and reports.
- Review permit applications for completeness and conformity with requisite ordinances.
- Ability to interpret and explain building plans, specifications and building codes.
- Make mathematical calculations quickly and accurately.
- Provide advice on standard construction methods and requirements.
- Enforce regulations with firmness and tact.

- Facilitate and/or participate in team/group problem solving
- Prepare clear and concise written reports.
- Provide attention to detail while maintaining focus on larger projects/tasks
- Learn and enforce Federal, State, and local laws, rules, and regulations related to planning and zoning activities.
- Assist with planning studies and environmental reviews.
- Collect, compile, and analyze technical, statistical, and other information related to public planning.
- Assist with and prepare planning and zoning reports.
- Read and understand laws, ordinances, general plan elements, environmental impact statements, and other documents related to community planning and land use.
- Communicate effectively both orally and in writing.
- Effectively represent the Community Development Department.
- Deal tactfully and courteously with the public and co-workers.
- Make public presentations.
- Establish and maintain cooperative working relationships.
- Plan and organize work in an efficient manner.
- Track and complete multiple tasks while maintaining focus.
- Adapt to constantly changing work environment.
- Provide exceptional customer service.
- Use technology effectively.
- Maintain confidentiality.

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

Graduation from a four (4) year-college or university with major work in planning, or a closely related field. Experience equivalent to that of a Planning Technician or a permit technician with a government agency may be substituted for the required education on a year-for-year basis.

A certificate in planning, Certification as a permit technician by ICBO, a graduate degree, or a professional certificate in a related field is highly desirable.

Special Requirements: Possession of a driver's license valid in California.

***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. Mono County assumes no responsibility for the accuracy of the document and the actual duties of the job, 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 or individual employee "At-Will" contract currently in effect.***