



CLASSIFICATION	7
RANGE	\$35,360 - \$53,040
FLSA	NON-EXEMPT
NOTICE REQUIREMENT	2 WEEKS
WORK-LOCATION	HYBRID
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	NO

Community Development Technician I

Job Summary:

The Community Development Technician performs routine skilled clerical and technical work involved with the receipt and processing of various types of building and zoning applications, processes, and reviews. The incumbent will be the first contact for citizens, developers, engineers and builders regarding land use and development activities in the County.

Key Responsibilities/Essential Functions:

- Always do the right thing.
- Promotes the vision, mission and values of the County.
- Assists with property information requests, informs applicants about building processes, timelines, documents and fees required to receive land use/development approvals and permits.
- Assists customers with questions regarding permitting, and other development and land use-related processes, storm water management, erosion and sediment control, regulations, enforcement, applications, access and collect fees for related permits.
- Accepts and forwards complaints/requests regarding building, zoning, erosion and sediment control, and stormwater management to appropriate personnel for investigation.
- Processes applications and requests for the Community Development Department including Residential and Commercial Building Permits, Signs Variances, Boundary Line Adjustments, Tents, Tanks, Demolitions, Certificates of Occupancy, and Land Disturbance Permits.
- Adheres to and documents records retention and destruction requirements.
- Assists customers in reviewing and submitting necessary documents for approvals provided by the Community Development Department, Virginia Health Department, Virginia Department of Transportation, Virginia Department of Professional and Occupational Regulation, and other local water and sewer service providers prior to the issuance of a Building and Zoning Permit.
- General office duties include answering telephones, taking messages, scheduling appointments, typing, data entry, processing mail, greeting the public, care/maintenance of office and equipment, coordinating procurement with Purchasing, preparing and organizing all handouts and forms, and ordering supplies.
- Maintains the department's permitting database and generates reports as needed: daily, weekly, and/or monthly.
- Assists in the production and distribution of materials for various boards and commissions.
- Performs general clerical work including typing of correspondence and filing of maps, plans and associated documents
- Schedules meetings, appointments and inspections; maintains accurate inspection documentation.

- Notarizes plats, site plans and other County related documents.
- Performs other related duties as assigned.

Job Requirements:

- High School Diploma or GED equivalent required,
- Two (2) or more years of customer service experience or administrative support experience involving clerical and/or information processing duties preferred.
- Certification as a Permit Technician as designated by the International Code Council (ICC) and the Virginia Department of Housing and Community Development is required within 18 months of employment. Meeting Continuing Education criteria of listed organizations is also required to maintain Certification(s)
- Knowledge of and ability to apply the administrative provisions of the Virginia Uniform Statewide Building Code and Botetourt County Code.
- Notary Public Commission from the Commonwealth of Virginia and ability to take and accurately transcribe dictation preferred.
- Thorough knowledge of secretarial techniques, standard office methods and procedures
- Excellent oral and written communication and the ability to effectively interact with other employees and the public.
- Ability to exercise good judgment in the application of policies and procedures.
- Must possess the skills necessary to create and maintain neat and accurate electronic and hard copy records and files.
- Proficiency with Microsoft Office Suite

Physical Demands/Special Work Environment:

- Picking, pinching, typing on a computer or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing; viewing a computer terminal; extensive reading and data input.
- Worker must be able to remain at workstation in a stationary position for up to 50% of the time.
- The person in this position needs to occasionally move about inside the office to attend meetings, access files, office machines; to interact with County employees.
- The person in this position frequently communicates and exchanges information with co-workers, citizens, developers, engineers, and builders.
- Must be able to exchange accurate information in these situations.

Reports to: Development Services Manager

Supervisory Responsibility: None

Botetourt County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature

Date

Supervisor Signature

Date