



# **DEVELOPMENT SERVICES TECHNICIAN I/II**

## **CITY OF YUCAIPA**

**SALARY: \$3,569 - \$4,457/per month**

### *The Position*

Under the direction of the Director of Community Development, performs responsible technical and administrative work in one or more specialized land use areas including Planning, Building and Safety, and Economic Development; provides information and direction to the public on processes and requirements associated with planning, engineering, construction, and building; and receives, reviews, routes, processes and performs plan checking of applications and permits; and assists in the implementation of the City's economic development and housing programs.

### *Requirements*

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

- Experience:  
Two years of administrative support experience involving extensive public contact; or an equivalent combination of technical training and internship experience.
- Education:  
Equivalent to an Associate's degree from an accredited college with course work in planning, engineering, economic development, or a related field.

### *Typical Duties*

- Serve as first line of contact to internal and external customers on land use, community development and engineering related issues; provide information and direction to the public related to community development, planning, building, engineering and permit processes via phone, e-mail and counter work.
- Review, interpret, and provide information and direction to the public regarding applicable local, state and federal regulations, planning, engineering, and building and zoning codes, ordinances, documents, standards and guidelines.
- Assist with the preparation of brochures, reports, and other economic development materials.
- Maintain and update the Department's portion of the City's web page and Facebook page.
- Review improvements and/or development plans for completeness; verify measurements on plans; calculate areas; complete initial processing of permits and applications.
- Receive, review, log-in, track and coordinate routing of various plans and permits.
- Calculate and collect related fees and provide fee estimates as requested; issue minor permits.
- Maintain and update a variety of maps and records.
- Contact developers, engineers and applicants regarding plan deficiencies and/or deficiencies in their account status.
- Maintain records, files and reference materials; prepare and edit correspondence, plan check comments and various statistical and technical reports; assist with the preparation of agenda items.
- Recommend and participate in implementation and improvement of policies and procedures.
- Build and maintain positive working relationships with co-workers, other agencies and the public using principles of good customer service.

- Performing responsible technical and administrative work/duties in one or more specialized land use areas including Engineering, Building and Planning;
- Providing information and direction to the public and other agencies on processes and requirements associated with planning, engineering, construction, and building;
- Receives, reviews, routes, processes and performs plan checking of applications, Condition Compliance Reviews, land use entitlement documents and permits; assists in the participation and preparation for Development Review Committee (DRC) meetings;
- Assisting in the preparation of agenda reports for Planning Commission and City Council regarding land use entitlements and public works/engineering matters;
- Assisting with the permitting and inspection of residential, commercial and industrial projects; assist in the acquisition process to acquire property interests for public infrastructure projects; and,
- Perform related duties as assigned.

#### *Compensation*

**Hourly Rate:** Development Services Technician \$20.59 - \$25.72 per hour City paid PERS (2% @55) New CalPERS members, as defined by PEPRRA, participate in a 2% at 62 formula/15 City Holidays/\$50,000 Life Insurance/Cafeteria Plan (\$1,095 per mo)/Vacation accrues at the rate of 2 wks per year/Sick Leave accrues at 1 day per month/Deferred Compensation match up to 3%.

#### *Application Process*

**DEADLINE:**  
**Thursday, July 13, 2017 by 4:00 PM**

A detailed job description and required City application and supplemental questionnaire form can be found at [www.Yucaipa.org](http://www.Yucaipa.org).

Please submit your City employment application and your supplemental questionnaire form to:

City of Yucaipa Human Resources Department  
Attention: Sherry Washburn  
34272 Yucaipa Blvd., Yucaipa, CA 92399  
Phone 909-797-2489 ext. 223