



# Community/Economic Development Department

Town of Clarkdale

P.O. Box 308, Clarkdale, Az. 86324

Town Hall (928) 639-2400 \* fax (928) 639-2409

## Job Description

### COMMUNITY DEVELOPMENT TECHNICIAN

**DESCRIPTION:** Under direction of the Community & Economic Development Director, this position performs a variety of tasks as a team member of the Community/Economic Development Department (CDD). This position understands public trust and models the highest standards of personal and professional integrity expected of those working in public service. This is a front desk position having a large degree of interaction with others on a daily basis. This position assists in delivery of departmental services which requires high performance levels of administrative work, communication, organization and customer service with knowledge of payment processing, permitting and urban planning. Employees in this class typically work a forty (40) hour work week, however schedules may change depending on the needs of the organization.

**CLASSIFICATION:** Positions in this class are characterized by a thorough knowledge of administrative duties and functions, and high-level professional tasks. An employee successful in this position enjoys working with the public, performs duties efficiently with minimal supervision and at times considerable independence. Job functions require the ability to think independently, use discretion and good judgment, apply strong communication and customer service skills, organize work and work areas for optimum efficiency, write and communicate effectively, and to follow and carry out written and verbal direction. Abnormal working hours may be required from time to time. This is a FLSA non-exempt, at-will position with benefit package.

#### **ESSENTIAL FUNCTIONS AND DUTIES:**

*Essential functions and duties may be modified at any time at management's discretion. Typical duties may include, but are not limited to the following:*

- Facilitates the implementation of goals, objectives, priorities, policies and procedures of the Town of Clarkdale and the Community & Economic Development Department (CDD);
- Assists with the organization and daily operations of the CDD;
- Performs receptionist duties including but not limited to the following:
  - Interacts with the public, elected officials, coworkers, business professionals and media both in person and by telephone on a regular basis;
  - Responds to questions from the public regarding Town services and operations; and
  - Handles phone calls with a multiple-line system.
- Performs administrative or accounting duties including but not limited to the following:
  - Calculates, processes and monitors payments, applications and related materials for permits and licenses and other services provided by CDD;
  - Initiates, maintains and tracks cash and other informational data reports through the use of accounting software and other logging as required;
  - Coordinates and prepares fiscal activities and department budgets, and conducts budget analysis; verifies, balances, and reconciles data; reconciles discrepancies;
  - Processes, files, and tracks purchase orders, invoices, and receipts (hard copy and electronically);
  - Composes, copies, posts, scans and/or distributes agendas with or without actions and draft minutes, informational packets, reports and correspondence;
  - Attends commission or board meetings as needed to take the minutes of the meetings;
  - Initiates and maintains a variety of templates, documents, files, records and databases, organizing and retaining in hard copy and electronically;

- Serves as CDD's records retention specialist and handles any required, related departmental processes;
- Schedules meetings, appointments, bookings and events, including inspections in the absence or support of the Building Official;
- Monitors and maintains department inventory and supply purchases;
- Provides additional support to the CDD team as requested.
- Performs permit technician duties including but not limited to the following:
  - Reviews applications, documents, and plan submittals as the initial staff reviewer, and permits or committee actions to assure accuracy, completeness, and compliance with applicable laws;
  - Performs initial plan checks and permitted uses review, and prepares and monitors routing of same through the approval cycle.
- Performs other duties and responsibilities as needed or assigned.

## **MINIMUM QUALIFICATIONS**

### Education and/or Experience

Associate degree required, Bachelor degree preferred with consideration for any combination of education and/or experience demonstrating the knowledge, skills and abilities necessary for satisfactory job performance. Experience in areas of accounting, financial operations and customer service required. Experience in planning, zoning, engineering, architecture or the building construction trades preferred. Permit Technician Certification desired.

### Special Requirements, Licenses, and Certificates

- Must complete online training and testing with National Incident Management System (NIMS) through the Federal Emergency Management Agency (FEMA) within six (6) months of hire
- Must obtain Permit Technician Certification within one and a half years of date of hire.

### Knowledge, Skills and Abilities

- Desired -
  - Knowledge of International Construction Code, Town Code, Town Zoning Code, surveys and site maps, construction plans, and specifications.
- Required –
  - If not having prior knowledge of International Construction Code, Town Code, Town Zoning Code, surveys and site maps, construction plans, and specifications, possess the ability to acquire knowledge of same on an immediate and ongoing basis;
  - Ability to comprehend, understand and make use of new technologies;
  - Skilled in the use of modern office practices, procedures and Microsoft Office Suite software or relevant technical tools and software;
  - Skilled in maintaining a courteous, helpful and professional image in dealing with public, elected officials, business professionals and coworkers;
  - Ability to understand, follow and carry out written and verbal direction under limited supervision;
  - Skilled in managing multiple, diverse projects simultaneously;
  - Ability to create and maintain accurate and effective spreadsheets, templates, documents, records, files, and reports;
  - Ability to track expenditures using electronic spreadsheets and maintain folders with hardcopies of purchase orders, receipts and invoice copies;
  - Ability to establish efficient and effective office procedures and update accordingly;
  - Ability to effectively communicate whether orally or in writing at all levels professionally and including individuals from various socioeconomic, ethnic and culturally diverse backgrounds;
  - Ability to establish and foster effective working relationships;
  - Ability to set goals, organize and prioritize, and to work independently, at times under time constraints and deadlines;

- Ability to exercise initiative, apply sound judgment and produce reasonable recommendations;
- Ability to demonstrate flexibility in the face of change.

### **PHYSICAL REQUIREMENTS**

*This classification involves work that may require:*

- Vision sufficient to read technical, legal and regulatory documents, periodicals, computer screens, computer print outs, business correspondence, audio visual materials, and other documents encountered in the course of work;
- Hearing sufficient to hear conversational levels in person and over the telephone, computer speakers or radio;
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone;
- Mobility sufficient to safely work in office settings and similar environments;
- Dexterity sufficient to safely operate office equipment including computers;
- Strength sufficient to lift, carry and move ten (10) lbs.;
- Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift.

### **WORKING CONDITIONS**

- Work is regularly performed within an inside office environment;
- The noise level is varied but usual to that of an inside office environment;
- The employee may be required to walk over uneven flooring or terrain;
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance;
- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms;
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The Town of Clarkdale is a drug-free, smoke-free work environment.

SUCCESSFUL COMPLETION AND CLEARING OF A POST OFFER, PRE-EMPLOYMENT SCREENING PROCESS (AT THE TOWN'S EXPENSE) IS MANDATORY, CONSISTING OF DRUG TESTING AND BACKGROUND CHECK.

THE TOWN OF CLARKDALE IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job change.*