

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Technical Specialist	B	2	3	Non-Exempt
POSITION TITLE:	Community Development Technician		POSITION#:	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one)	Date:	11/2021		
SERVICE TYPE:		AFSCME		
Employee Name:		Department:	Community Development	Supervisor: Building Official
FTE:	1.0	Employment Status:	Regular Full Time	

Position Summary:

The Community Development Technician serves as an initial point of contact for Benton County, fielding and responding to technical questions from all land use and permit customers, including landowners, business owners, developers, builders, community members and applicants. This position ensures efficient and customer-friendly building permit and land use review processes from submittal through reviews to issuance of decisions. In addition, the position may often serve as a point of contact and liaison between public customers and other county and city departments, including Public Works, Engineering & Survey, Natural Areas Parks & Events, Environmental Health, Benton-Corvallis Economic Development Office, and more. The CDT processes ministerial (non-discretionary) land use applications. Meets with customers in person and via phone/video to ensure that application submittals are complete and to perform basic land use review.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	<p>MFA: Building permit applications and relevant land use requirements</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Meet with applicants to answer technical/procedural questions, intake applications. • Perform initial screening to: determine whether proposed use is allowed within zone; identify any land use or building structural issues; identify whether structures or uses require floodplain review, other permits; and determine when site plan is complete. • Review building plans and permit applications to provide initial screening for Building Code compliance. • Evaluate building plans to calculate and collect permit fees in accordance with state and county schedules, and to properly collect, report and distribute construction excise tax to participating school districts. • Perform complete land use/zoning review for building permit and septic system applications to determine compliance with all applicable land use requirements, conditions and procedures. • Prepare official notification to surrounding property owners and residents. • Determine legal parcel status by researching deed history. • Evaluate proposed construction for compliance with applicable land use regulations, using site plans, floor plans and written descriptions. • Organize and coordinate the workflow routing and tracking of permit review by internal and external staff. 	50%

	<ul style="list-style-type: none"> • Create reports for various entities, such as governmental, private citizens, and others. • Lead team discussions on complex permits to reach department and county consensus on position or decision. 	
2	MFA: Information to the Public Essential Duties: <ul style="list-style-type: none"> • Interview customers to determine their needs and assess the scope of their project. • Explain Building Code requirements and process to applicants • Respond to inquiries regarding land use regulations, permitting policies and procedures, fees, permit status, and basic building code questions. • Direct visitors and callers to appropriate staff for inquiries involving specialized rules. • Research and analyze information and data related to land use, permit, and deed history of a property, and the mapped natural hazards and environmental constraints. • Provide research assistance to the public regarding building calculation costs or past history of permits on a specific site. 	40%
3	MFA: Land Use Applications Essential Duties: <ul style="list-style-type: none"> • Process ministerial land use applications, such as site development plans, home-based businesses, medical hardship dwellings and property line adjustments. • Serve as point of contact for the applicant and interested members of the public. • Coordinate with other departments and agencies, including leading group discussions. • Conduct research, such as determining legal parcel status, mapped constraints, applicable laws and other relevant information. • Evaluate land use proposals relative to non-discretionary land use code standards; write findings, conclusions, and recommendation for decision by Planning Official; prepare official decision documents. 	10%
	Other Duties as assigned	
Percentages should total 100%		100%

Special Requirements:

<p>Customer service experience in the building, permitting, land use sector Fundamental knowledge of and experience with permitting and land use processes Fundamental knowledge of and experience with permitting software, including Accela, Maps, GIS Public sector customer service, providing a positive perception of the Department and Benton County Driver's license.</p>
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Physical Requirements:

<p>Reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Occasional driving, walking across uneven terrain.</p>

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.