

CITY OF BIGGS – CLASSIFICATION PLAN – JOB DESCRIPTION

DATE APPROVED BY CITY COUNCIL	COMP. CODE	SERVICE	JOB TITLE
03-20-06	9410	() EXEMPT (X) CLASSIFIED	Code Enforcement/Planning/Administrative Technician

DEFINITION:

Under general supervision of City Administrator (code enforcement and administrative functions) and City Planner (planning functions), administers city’s Code Enforcement Program, staffs Planning Office and provides support services to City Administrator’s Office.

TYPICAL DUTIES:

CODE ENFORCEMENT FUNCTIONS

- Conducts inspections and investigations concerning suspected violations of Building, Zoning and other related ordinances and regulations in response to complaints and field observations;
- Coordinates with other city departments in the correction of Biggs Municipal Code violations;
- Provides information to the public regarding Code Enforcement requirements and corrective procedures;
- Conducts surveys relating to Code Enforcements issues and concerns;
- Prepares Code Enforcement correspondence and maintains appropriate records and files;
- May be required to appear in court as witness in enforcement actions;
- Attends Abandoned Vehicle Authority meetings representing city; and
- Performs related duties as assigned and required.

PLANNING FUNCTIONS

- Provides information to public regarding Planning, Zoning and related Land Use matters;
- Prepares correspondence related to Planning, Zoning and related matters and maintains appropriate records and files;
- Prepares agenda and agenda items for Planning Commission meetings;
- Attends Commission and related city committee meetings and takes minutes of actions taken;
- Prepares planning related studies and reports as requested by City Planner and City Administrator;
- Provides liaison as required between public and City Planner and City Planner and City Administrator; and
- Performs related duties as assigned and required.

ADMINISTRATIVE FUNCTIONS

- Assists in preparation of Agenda Packets for City Council meetings;
- Provides backup coverages during absences of other Administrative Office staff members and during peak workload periods;
- Assists Accounting Clerk as required during monthly utility billing cycle;
- Assists in preparation and distribution of city’s Newsletter;
- Prepares administrative studies and reports as requested by City Administrator; and
- Performs related duties as assigned and required.

DESIRED QUALIFICATIONS:

Knowledge of:

- Biggs Municipal Code provisions related to planning, zoning and land use;
- Field investigation and inspection methods and procedures;
- Building, planning and zoning permit processes;
- Modern office methods, practices and procedures;
- Correct language usage, spelling, grammar, sentence structure and punctuation;
- Use of office machines and computers;

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Ability to:

- Communicate tactfully and effectively with public and co-workers;
- Read, comprehend and interpret Biggs Municipal Code provisions related to planning, zoning and related areas and related laws and regulations;
- Use good judgment in determining the degree of compliance with various laws in their enforcement;
- Prepare clear, concise and complete written reports;
- Establish and maintain cooperative working relationships with the public and co-workers;
- Ability to type a minimum of forty words per minute;

Experience:

Two years experience in building, planning, land use and office practices.

Education:

High school graduation or equivalent supplemented by college level course work in planning, zoning, land use and administration.

Additional Requirements:

Possession of a valid California Driver License if required to drive on city business.

Compensation Basis:

Salaried. Amount per current city Pay Plan.