City of Avenal
919 Skyline Blvd.
Avenal, CA 93204
Phone: (559) 386-5766
Fax: (559) 386-0629

COMMUNITY DEVELOPMENT ASSISTANT

SALARY RANGE: D: $3,239.30 -$3,891.68 per month

UNDER DIRECTION OF: COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

GENERAL DESCRIPTION & RESPONSIBILITIES:

The City of Avenal is looking for a Community Development Assistant to join the Community & Economic Development team in a community with tremendous potential for growth and development. The Community Development Assistant will be responsible for assisting with city planning, building permits and community development functions through design, grant coordination, review process facilitation on zoning and land use and building, and preparation of reports, while providing exceptional customer service to the public on planning and building-related matters.

EXAMPLE OF DUTIES*: Duties include but are not limited to those described below. Reasonable accommodations will be made when requested and determine by the city to be appropriated under applicable laws.*

- Perform general and complex clerical duties to assist department Development Director
- Assist with issuing and processing building permits, certificate of occupancies, and any other building division related subjects i.e., code enforcement and expired voided letters
- Help provide and assist contractors, developers and property owners concerning city's plan check and building permits and inspections processes.
- Calculate plan check and permit fees for all building permits issued by the city
- Received inspection requests and schedule then for the city building inspectors
- Prepare reports on building permits activity and maintain building division's computerize permit system.
- Assist with daily, monthly, and yearly reports and correspondence including preparing and follow-up of notifications.
- Responsible for organizing, filing and accurate up-keep of records
- Research and review code amendments and/or new code regulations for other municipalities
- Respond to various types of planning inquiries; interpret and explains the City codes and regulations
- Collect a variety of statistical data and prepares reports and maps on topics such as census information, land use, tax base data, and occupancy rates
- Assist in the administration of City Housing Programs, such as First-Time Homebuyer Program and Housing Rehabilitation Program
- Attends evening and/or weekend meetings as needed
- Assists Community & Economic Development Director and in all other office functions as needed

ALL FULL-TIME EMPLOYEES ARE REQUIRED TO HAVE A VALID CONTACT TELEPHONE.
EMPLOYEES SHALL WORK HARMONIOUSLY WITH ALL CITY EMPLOYEES.
THE CITY OF AVENAL IS AN EQUAL OPPORTUNITY EMPLOYER

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DESIRABLE QUALIFICATIONS:

Especially important traits are the ability to learn quickly and use new skills and knowledge brought about by rapidly changing information and technology. Knowledge about the California Building Code and any local ordinances and or state regulations. Preferable the ability to be resourceful, independent, and the desire to take on new challenges are highly valued. Spanish Speaking is highly preferred but not required.

MINIMUM QUALIFICATION:

EDUCATION: Completion of the twelve (12) grade or equivalent. (Additional qualifying experience may be substituted for the required education on a year for year basis)

EXPERIENCE: 1) Must have at least two (2) years of experience in clerical and administrative work; desirable including one (1) year as a building administrative assistant or permit clerk. 2) Must have computer experience working with MS Office is required. 3) Experience communicating complex and technical requirements and term to the general public. 4) Must possess excellent office and clerical skills, strong organizational skills, and experience in working with multi-tasks. 5) Bilingual preferred, but not required.

SPECIAL REQUIEMENTS: 1) Must possess and have a valid Class "C" California Driver's License is required. 2) Must be able to complete the Building Technician Certificate from CALBO/ ICC with the 18 months of employment.