



Community Development Technician

If you are a highly motivated individual with superior customer service skills in building permits, development, and planning applications; the City of Fremont may have the job for you!



**First Review of Applications:
Noon—December 5, 2018**

FREMONT — A CITY ON THE MOVE!

Fremont is a well-managed and innovative city, and has recently generated national attention by placing 7th on the list of the Greenest Cities in America according to a 2018 Wallet Hub survey and ranking 3rd Best City in the Nation to raise a family, according to another 2018 survey by Wallet Hub. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 235,000 residents. As a full service City, Fremont employs over 937 regular employees and has a General Fund budget of \$205 million.



Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service. [Think Fremont!](#)

THE POSITION

The Community Development Technician performs a wide variety of technical, paraprofessional support, and customer service duties related to building permits, development and planning applications.

EXAMPLES OF DUTIES

- Assist the general public at the front counter, in writing, or by phone regarding building and development review/permit requirements, and provide General Plan and zoning information. Assist the public in plan review and plan check filing procedures and processing, answer inquiries regarding permit status. Calculate impact, affordable housing, permit and plan check fees.
- Accept building permit and development review applications.
- Review applications for completeness.
- Enter permit data into an automated database.
- Route plans to other City departments and/or outside agencies for review and track plan review process.
- Compile zoning and planning related data as directed by professional-level planning staff.
- Prepare various reports.
- Review minor applications for conformance with ordinances and department's standards, policies and guidelines.
- Calculate various fees, prepare fee estimates and apply fees to permits or other development review billings.
- Review applications for modifications in land use, zoning, setbacks or other planning requirements such as compliance with previously approved conditions of approval.
- Approve and issue administrative over-the-counter permits.
- Create and maintain informational flyers and brochures.
- Coordinate with GIS staff in maintaining the address database.
- Compose correspondence.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Schedule inspections.

CANDIDATE PROFILE

The ideal candidate will possess the following knowledge and abilities:

Knowledge of: Principles and practices of plan checking; policies and procedures for fee assessments; principles and practices of customer service; English usage, spelling, grammar, and punctuation; modern office methods, procedures, computer equipment, and computer software applicable to assignment.



Tentative Recruitment Schedule

First Review of Applications: Noon—December 5, 2018

Oral Board Interview: Week of December 10, 2018

Department Interview: Early January 2019

Ability to: Sit at a desk and/or stand at a front counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate in writing; read and interpret documents and plans; learn and apply various state and local laws, codes, ordinances and regulations applying to both zoning and building; operate standard office equipment; use initiative and sound independent judgment within established guidelines; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultures and ethnic groups in a tactful and effective manner.

EDUCATION AND EXPERIENCE

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be: graduation from high school (or equivalent), plus additional college coursework in the field of public planning, architecture, construction technology or related subjects, and two years of experience in the permit technician field, preferably with a public agency.

LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS

- Possession of a valid Class C California Driver's License is required at time of appointment.
- Possession of an International Code Council Permit Technician Certificate is required within six months of date of hire.

COMPENSATION & BENEFITS

The annual salary is \$72,252—\$87,823 depending on qualifications. A complete benefit summary can be found online at Fremont.gov or by selecting this link: [Benefits Summary](#)

This position is represented by the City of Fremont Employee Association (CFEA) bargaining group. The probationary period for this position is twelve (12) months.

HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City **application**, **resume** and **cover letter** through our online application system: [City Jobs](#)

The process includes a written exam, individual and/or panel interviews, criminal history fingerprint check, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer.

HUMAN RESOURCES DEPARTMENT
City of Fremont
3300 Capitol Avenue, Building B



COMMUNITY DEVELOPMENT TECHNICIAN — SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Community Development Technician position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of CD Tech. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. What is your highest level of education?
 - Some High school
 - High School diploma or GED
 - Some College
 - AA degree or equivalent
 - Bachelor's degree or equivalent
 - Post-graduate degree or equivalent
2. Do you possess a valid International Code Council Permit Technician Certificate?
3. How many years of full-time experience do you have working in the permit technician field?
 - None
 - Less than 1 year
 - 1 year to less than 2 years
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years or more
4. Describe your experience working in the permit technician field. Highlight any experience you have working in a public sector community development center.