

Thousand Oaks

# Community Development Technician I

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**Category**  
Building



**Region**  
Ventura  
County



**Job  
Type**  
Full-Time



**Close  
Date**  
10/18/2017  
at 5pm



**Salary**  
\$25.31-\$33.92  
Hourly



**Additional  
Questionnaires**  
[Supplemental](#)

Please review the [special instructions](#) before applying for this job opportunity.

## Location

2100 Thousand Oaks Boulevard Thousand Oaks, 91362

## Description

We have an excellent opportunity in the Community Development Department of the City of Thousand Oaks!

We are seeking a customer service oriented individual with the competence and experience to address challenges with confidence and professionalism. The Community Development Technician I will assist with building permit issuance, and provide information on City codes, policies, standards, and processes.

The Community Development Technician must possess excellent customer service and communication skills, be self-motivated, exercise discretion and independent judgment, and project a very professional image through in-person, phone, and e-mail interactions at all times.

Primary responsibilities:

- Respond to customer inquiries at the public counter related to construction from customers such as homeowners, contractors, architects, and engineers
- Assist customers in the process of preparing, submitting, and correcting building permit application packages
- Review building applications, plans, and related materials required for permit issuance or plan check submittal
- Coordinate with building inspection and plan checking personnel to keep customers informed of their permit status
- Calculate and collect plan check and permit fees and establish valuations

## Ideal Candidate

- Excellent interpersonal and customer service skills to interface with colleagues and the public
- Excellent organizational skills and ability to multi-task
- Basic knowledge of permitting process for construction
- Basic ability to read construction drawings
- Attentiveness to detail and accuracy
- Experience with Microsoft Windows and Office suites, particularly Word and Excel
- A minimum of a High School Diploma or equivalent, a college degree is preferred
- A valid Class C California driver's license

CORE COMPETENCIES:

- Customer Focused
- Results Oriented
- Problem Solver
- Strategic Thinker
- Decision Maker
- Technically Knowledgeable

# Benefits

<http://www.toaks.org/departments/human-resources/benefits/benefits-ft>

## Special Instructions

View "Job Announcement" and application information.

**FILING DEADLINE:** Wednesday October 18, 2017, by 5:00 p.m.

**SUPPLEMENTAL QUESTIONNAIRE:** Applicants are required to complete the Supplemental Questionnaire. This will be used throughout the process to assist in determining each applicant's qualifications for the position.

Additional information about the City is available on our website at [www.toaks.org](http://www.toaks.org).

For additional information or questions, please contact staff in the Human Resources Department at (805) 449-2144.

**REASONABLE ACCOMMODATION** - The City of Thousand Oaks makes reasonable accommodation for individuals with disabilities to participate in the selection process. If you wish to request an accommodation in order to participate in the selection process, you must inform the Human Resources Department in writing no later than the final filing date. Applicants requesting an accommodation should document the request including the type and extent of accommodations requested to participate in the selection process and/or perform the duties of the job for which applied.

**Veteran's Preference** - In order to qualify for Veteran's Preference a Form DD214, or other acceptable proof of service, must be submitted by the deadline date/time noted in the job announcement. Any veteran who has successfully completed all phases of a selection process for employment with the City shall be granted a final interview regardless of his or her ranking on the eligibility list, providing he/she meets the criteria for an eligible veteran.

*The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.*

## Recruitment Contact

**Contact phone:** (805)449-2144

**Contact email:** [humanresources@toaks.org](mailto:humanresources@toaks.org)

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