



City of Wilmer
Serving Our Community

Development Technician

Hiring Range \$18 to \$22 / hour

POSITION SUMMARY: Performs highly responsible administrative services for the Community Services and Planning Departments including review and processing of applications for acceptance, collecting fees for permits, answering inquiries regarding building, and zoning issues, maintaining records, processing invoices, preparing reports and correspondence and scheduling inspections.

ESSENTIAL FUNCTIONS:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Accepts applications for all development permits/applications, ensuring proper form completion and inclusion of necessary supporting documentation prior to department submission
- Assists in the review of development applications for zoning and land use compliance
- Provides information to citizens, developers, engineers, and other City departments on application process, ordinances, regulations, and application status
- Assists in plat review cycle to include regulatory conformance, preparing documents for signature, and filing with the County
- Supports the Development Review Committee and Planning and Zoning Commission meetings to include document preparation and distribution, public hearing notices, scheduling of multiple parties, meeting agendas, and meeting minutes
- Researches and compiles information regarding planning/development codes, ordinances, current planning issues, and long-range planning issues
- Assists in compiling information for publication, reports, and presentations
- Processes zoning verification requests in a timely manner
- Issues approved permits
- Schedules inspections for Building Official and Inspector
- Assists in Department financial management to include accepting, recording, and verifying Permit fees, processing invoices for payment, and preparing vouchers and expenditures
- Performs all other related duties as assigned

MINIMUM QUALIFICATIONS:

- Associates degree required; Bachelor's degree preferred in Public Administration, Urban Planning or a related field.
- Minimum 2-3 years of office administrative experience preferably in municipal environment.
- A Valid Class C Texas driver license and the ability to maintain a satisfactory driving record
- A combination of education, training and experience providing the required knowledge, skills and abilities may be considered.

The City of Wilmer is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, sexual orientation or protected veteran status.

The Job Description does not constitute an employment agreement between the City of Wilmer and the employees. This position is subject to change by the employer as the needs of the employer and requirements of the job change.