



COMMUNITY DEVELOPMENT TECHNICIAN

City of Walnut, California

Salary: \$3,922-\$5,004 per month

Duties will primarily focus on providing customer service at the public counter for the Community Development Department and enforcing City Ordinances as a Code Enforcement liaison. Daily tasks include (but are not limited to): Receiving complaints regarding municipal code violations; Performing inspections of code violations relating to nuisances and zoning code requirements; Drafting notice(s) of violation to property owners to achieve compliance by voluntary agreement; Providing zoning and application information at the public counter and over the telephone; Responding to inquiries related to Community Development; Taking in new Planning projects; Examine project plans to determine compliance with Zoning standards and other applicable regulations; Review and process Planning projects; Assist in the preparation of Agenda(s), Public Notices and related project files for public hearings and/or meetings; Maintain department files and records; Perform related duties, as assigned. The Technician will also process discretionary applications as assigned, maintain land use data and statistics and attend meetings as appropriate.

The ideal candidate will possess strong communication and written skills to perform said duties and responsibilities. Candidates must have a Bachelor's Degree in Urban and Regional Planning, or a closely related field. Must possess (or have the ability to obtain) a valid California Driver's License.

OPEN UNTIL FILLED: Applications can be obtained at the Walnut City Hall located at 21201 La Puente Rd., Walnut, CA 91789, or at www.ci.tyofwalnut.org or by telephone at (909) 348-0703. Applications should be filed at Walnut City Hall, City Clerk's Office, 21201 La Puente Rd., Walnut, CA 91789. All applicants must complete an official City of Walnut application form; failure to do so will disqualify an applicant from consideration. All applications and materials must be received no later than the filing date and time. Faxes will not be accepted and résumés will not be accepted in lieu of official City of Walnut applications.