



Sarah Tyson  
Director

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## RECRUITMENT ANNOUNCEMENT

**POSITION:** Development Technician

**GRADE:** 59/1

**BEGINNING SALARY:** \$42,874.45

**LOCATION OF POSITION:** 1123 Ocean Trail, Corolla, North Carolina (occasionally reports to Currituck Mainland Office)

**MINIMUM EDUCATION AND EXPERIENCE:** Associates degree in urban planning, geography, architecture, engineering, construction management, or a related field; one to two years of related work experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**JOB DESCRIPTION:** Under general supervision, performs technical work in permitting, planning, and code enforcement for the Planning & Community Development Department.

Reviews development applications including building permits, building plans, site plans, and minor stormwater plans to ensure compliance with County ordinances and State regulations including CAMA and FEMA (flood) regulations. Performs local permit officer duties which includes the administration of Coastal Area Management Act (CAMA) permits. Performs code enforcement duties which includes application and enforcement of County and State ordinances and codes. Performs routine administrative tasks to include file maintenance, typing letters and reports, maintenance of department records, and responding to customer inquiries. Researches and compiles information on a variety of development issues from multiple sources. Acts as clerk to advisory boards and committees, including but not limited to, preparation of agenda packets, typing minutes, and attending regularly scheduled meetings. Assists with administrative duties in the Corolla or Currituck Mainland offices. Attends occasional public meetings, including evenings, as required by the Planning & CD Director. Field work will be required.

Must be physically able to operate a variety of machinery and equipment. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are of those for Medium Work.

The ideal candidate is self-motivated, able to work independently, has excellent communication skills, and is committed to providing outstanding customer service.

**SPECIAL JOB REQUIREMENTS:** Possession of a valid North Carolina driver's license. Ability to obtain within three years of employment, a Certified Floodplain Manager Certification or a Level I Building Code Certificate as determined by the Director. Employment drug test, driver's history screen and criminal background check required of finalist applicant(s).

**RECRUITMENT PERIOD:** January 28, 2021-February 11, 2021 at 5:00pm.

**HOW TO APPLY:** Currituck County online application required which may be accessed at <https://co.currituck.nc.us/employment-opportunities/>

**FOR MORE INFORMATION:** Currituck County Human Resources Office or N.C. Department of Commerce  
153 Courthouse Road, Suite 103 422 McArthur Street  
Elizabeth City, North Carolina 27929 Elizabeth City, North Carolina 27909  
Job Referral Number: NC#11514055

**An Equal Opportunity/Affirmative Action Employer**



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: DEVELOPMENT TECHNICIAN PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs technical work in permitting, planning, and code enforcement for the Planning & Community Development Department. This is a hybrid position that performs daily job tasks in the disciplines of planning and inspections. Work involves review of development applications to ensure compliance with applicable county ordinances and state regulations; applying and enforcing rules and regulations relating to zoning, CAMA, flood standards, and building codes; and explaining and interpreting ordinances and regulations as necessary. Work also involves researching and compiling information; and preparing and maintaining reports and records. Employee must exercise independent judgment and use considerable tact and courtesy in frequent contacts with county, state and federal officials, and the public. Reports to the Planning & CD Director or their designee.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Reviews development applications including building permits, building plans, site plans, and minor stormwater plans to ensure compliance with county ordinances, building codes, and state regulations; conducts on-site zoning and project inspections.

Provides information and assistance to the public for obtaining CAMA permits; reviews and issues CAMA permits; inspects improvements; and prepares reports to be submitted to the State.

Applies FEMA regulations including verifying flood certifications and identifying flood zones; issues flood development permits and flood determination letters, processes LOMA applications.

Interprets, applies and enforces county Unified Development Ordinance and Code of Ordinances relating to zoning, subdivision, flood, and nuisance standards.

Researches and compiles information on a variety of development issues from multiple sources.

Performs routine administrative tasks including file maintenance, typing letters and reports, maintaining department records, and responding to customer inquiries.

Assists with permitting intake and administrative duties in the Mainland or Corolla offices as needed.

Acts as clerk to advisory boards and committees, including but not limited to, preparing agenda packets, typing minutes, and attending regularly scheduled meetings.

Prepares public notices, correspondence, reports, maps and diagrams as required.

## **ADDITIONAL JOB FUNCTIONS**

Attends occasional public meetings, including evenings, as required by the Planning & CD Director.

Performs duties as assigned by the County Manager or their designees during a State of Emergency or other disaster.

Performs other related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Associates degree in urban planning, geography, architecture, engineering, construction management, or a related field; one to two years of related work experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

## **SPECIAL REQUIREMENTS**

Ability to obtain within three years of employment, a Certified Floodplain Manager Certification or a Level I Building Code Certificate, as determined by the Director.

Possession of a valid North Carolina driver's license.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including typewriters, copiers, calculators, levels, measuring tapes, electrical diagnostic equipment, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are of those for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, forms, ordinances, maps, plans, invoices, correspondence, permits, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including architectural, construction, engineering, legal, and mapping terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; perform calculations involving variables, formulas, square roots and polynomials.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the principles, practices and objectives of land use planning, including zoning and subdivision control.

Knowledge of modern building practices.

Knowledge of state and local ordinances and codes, the Unified Development Ordinance, FEMA regulations, and CAMA regulations.

Considerable knowledge of modern office practices, procedures and equipment and standard clerical techniques.

Ability to interpret maps, surveys, engineering drawings, site plans, building plans, diagrams, specifications, codes and building regulations.

Ability to make decisions in accordance with laws, ordinances, regulations and departmental policies and procedures.

Ability to use permitting software, ArcMap GIS technologies, Adobe products, Microsoft Office, Internet applications, and other computer hardware and software programs.

Ability to use common measurement tools, calculate square footage and measure distances, and apply basic algebraic or geometric knowledge in practical situations.

Ability to effectively express ideas orally and in writing; and to exercise tact, courtesy and firmness with government officials, design professionals, developers, contractors and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 06/20/2016 (BOC REV)