

CITY OF HOOD RIVER JOB ANNOUNCEMENT

DEVELOPMENT TECHNICIAN

The City of Hood River has an opening for a Development Technician. If you have exceptional customer service skills and are interested in joining a forward-looking team, please apply. The City offers excellent benefits, and the pay range is \$25.15-\$28.30 hourly, DOE.

Application and full position description are available on the City of Hood River website:

<https://cityofhoodriver.gov/employment-opportunities/>

Call 541-436-5228 for more information. EOE/AA.

The application period is open until filled, with the first review date of 02/07/24. Submit application, coversheet, and resume to Sandy Galvez, Human Resources Manager, at s.galvez@cityofhoodriver.gov

CIUDAD DE HOOD RIVER ANUNCIO DE EMPLEO

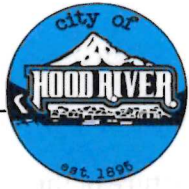
TECNICO DE DESARROLLO

La Ciudad de Hood River tiene una vacante para un técnico de desarrollo. Si tiene habilidades excepcionales de servicio al cliente y está interesado en unirse a un equipo con visión del futuro, envíe su solicitud. La Ciudad ofrece beneficios excelentes y el rango de pago es de \$25.15 a \$28.30 la hora.

La solicitud y la descripción completa del puesto están disponibles en el sitio web de la Ciudad de Hood River: <http://cityofhoodriver.gov/employment-opportunities/>

Llame al 541-436-5228 para más información. Empleador de igualdad de oportunidades/AA

El periodo de solicitud está abierto hasta que alguien sea contratado, y la primera fecha de revisión será el 7 de febrero, 2024. Envíe su solicitud, carta de presentación y su currículum a Sandy Galvez, manejadora de recursos humanos, a s.galvez@cityofhoodriver.gov.



CITY OF HOOD RIVER

211 2nd Street, Hood River, OR 97031 Phone: 541-386-1488

JOB DESCRIPTION

Development Technician

Department: Planning and Building

Reports to: Planning Director

Classification: Permanent, Full-time, Non-Exempt, Non-Union

Grade: C

KEY DISTINGUISHING DUTIES:

This position is the primary contact in the City's Planning, Building, and Short-Term Rental Programs for public inquiries related to the permitting and development review process. To assist the public and contractors with the application process, review, and approval for permits and inspections compliance with City codes and planning regulations.

SUPERVISION:

- Received: Works under the direction of the Planning Director and may receive operational direction from the Building Permit Specialist.
- Exercised: This position does not manage staff

RESPONSIBILITIES:

This position embodies a variety of roles that are necessary for the efficient, professional operation of the Planning and Building Department.

- Receives, evaluates, and processes applications, customer service requests, determines the customer needs, and provides appropriate assistance and information, such as
 - on the use of fees and forms for permitting and land use applications.
 - Points of contact from other departments as it relates to application processes. relation to their fees and forms.
- Provides customer service in person, by telephone, email, and chat. Coordinate with staff on permit applications and documentation intake completeness.
- Coordinates with customers and inspectors to schedule inspections, document construction and project status, and archive appropriate documentation. Monitors permit review and track progress.
- Authorizes and documents permits; perform data entry tasks and produce reports
- Accepts, processes, and issues short-term rental licenses.

- Runs online public meetings and writes official minutes for Planning Commission and Landmarks Review Advisory Board.
- Performs both routine and non-routine administrative duties, as dictated by the nature of the task, e.g., fee collection, data entry, records maintenance, filing, basic calculations, and generating reports.
- Handles telephone inquiries from the public and business community, ascertains the nature of the call, and resolves issues or directs communication to the appropriate individual.
- Maintains productive communication with various departments, management, tax assessors, realtors, emergency services and the public.
- Coordinates with other City Departments such as Building, Engineering and Fire. Routes plans through departments for plan review; coordinates signoff prior to occupancy and directs customer questions to appropriate departments.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to perform administrative support functions, e.g., email, phones, chat, data entry, typing, excel, word, SharePoint, and other software.
- Basic understanding of plans and construction permit processes. Ability to compose correspondence, summaries, and reports in a clear and concise manner.
- Ability to read, update, and maintain related records and files.
- Ability to perform routine mathematical computations and tabulations accurately and efficiently.
- Model excellence in providing accurate, courteous, and efficient customer service to internal and external customers, including people who may be distressed or unhappy. Ability to establish and maintain effective working relations with departmental personnel, Inspectors, and the public. Represent the city in operational functions in a courteous and respectful manner.
- Ability to work with a team, receive and give input within a team.
- Ability to provide quick turnaround on inquiries in a busy work environment.

EDUCATION, EXPERIENCE, LICENSING AND OTHER SPECIAL REQUIREMENTS:

- High School Diploma or GED; supplemented by two (2) years responsible customer service experience; or an equivalent combination of education, training, and experience. Preferred prior experience in planning, land use, building or construction.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

While performing the duties of this job, the employee performs them in a busy office setting with frequent interruptions. While performing the essential functions of this job the employee is required to exert light physical effort in sedentary to light work, but may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

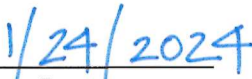
Requires regular attendance and punctuality. Incumbents may be required to work minimal evening meetings and travel for training.

General computer use, including Microsoft Suite programs, database and computer-aided- design software; Accela Permitting Software, GIS/ARC View, standard drafting tools; motor vehicle; phone; mobile radio; and other office-related equipment.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The City of Hood River is an Equal Opportunity Employer, in compliance with the Americans with Disabilities Act, the City of Hood River will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approval: 
City Manager


Date

By signing below, employee acknowledges that they have reviewed the job description, and they acknowledge the duties and requirements of the position.

Employee Signature

Date

EMPLOYMENT APPLICATION			
CITY OF HOOD RIVER			Received: _____
QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.			
JOB INFORMATION			
		* POSITION TITLE:	
PERSONAL INFORMATION			
* FIRST NAME	MIDDLE INITIAL	* LAST NAME	
* ADDRESS			
* CITY	* STATE		* ZIP
HOME PHONE		ALTERNATE PHONE	
* EMAIL ADDRESS		* WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS? <input type="checkbox"/> EMAIL <input type="checkbox"/> PAPER <input type="checkbox"/> PHONE	
EDUCATION			
WHAT IS YOUR HIGHEST LEVEL OF EDUCATION: <input type="checkbox"/> Some High School <input type="checkbox"/> Some College <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> High School <input type="checkbox"/> Technical College <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Doctorate			
HIGH SCHOOL EDUCATION			
DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A G.E.D.? YES <input type="checkbox"/> NO <input type="checkbox"/> IF NO, WHAT WAS THE HIGHEST LEVEL COMPLETED? 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>			
SCHOOL NAME		CITY	STATE
COLLEGE/UNIVERSITY EDUCATION			
SCHOOL NAME		DEGREE RECEIVED	
SCHOOL LOCATION (CITY/STATE)	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:	
MAJOR			
SCHOOL NAME		DEGREE RECEIVED	
SCHOOL LOCATION (CITY/STATE)	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:	
MAJOR			
SCHOOL NAME		DEGREE RECEIVED	
SCHOOL LOCATION (CITY/STATE)	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:	
MAJOR			
DRIVER'S LICENSE INFORMATION			
* IF THE POSITION INVOLVES DRIVING, DO YOU HAVE A VALID LICENSE? YES <input type="checkbox"/> NO <input type="checkbox"/>		STATE WHERE ISSUED	CLASS
CERTIFICATES & LICENSES			
TYPE	DATE ISSUED (MONTH/YEAR)	EXPIRATION DATE (MONTH/YEAR)	
LICENSE NUMBER		ISSUING AGENCY	
TYPE	DATE ISSUED (MONTH/YEAR)	EXPIRATION DATE (MONTH/YEAR)	
LICENSE NUMBER		ISSUING AGENCY	

WORK HISTORY	
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DATES From To	EMPLOYER	POSITION TITLE
ADDRESS	CITY	STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)
HOURS WORKED PER WEEK		MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>

DUTIES

REASON FOR LEAVING

--

DATES From _____ To _____	EMPLOYER	POSITION TITLE
ADDRESS	CITY	STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)
HOURS WORKED PER WEEK		MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>

[illegible]

REASON FOR LEAVING

WORK HISTORY

DATES From To	EMPLOYER	POSITION TITLE
ADDRESS	CITY	STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)
HOURS WORKED PER WEEK		MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>

DUTIES

REASON FOR LEAVING

WORK HISTORY

DATES From To	EMPLOYER	POSITION TITLE
ADDRESS	CITY	STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)
HOURS WORKED PER WEEK		MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>

DUTIES

REASON FOR LEAVING

SKILLS		
OFFICE SKILLS	TYPING (NET WORDS PER MINUTE)	DATA ENTRY (NET WORDS PER MINUTE)
OTHER SKILLS		
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
LANGUAGES OTHER THAN ENGLISH THAT YOU ARE PROFICIENT IN		
LANGUAGE <input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE	LANGUAGE <input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE	
EMPLOYMENT OBJECTIVE		
ADDITIONAL INFORMATION		
Clinical Experience, Honors & Awards, Interests & Activities, Military Service, Personal, Professional Associations, Professional Memberships, Publications, Technical, Volunteer Experience, Other/Miscellaneous		
ATTACHMENTS		
Please list any attachments you are including with your application.		
Signature Verbiage		
<p>I hereby certify that I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application.</p> <p>I certify that all the information provided in this application is true and accurate and I have not withheld any information relative to my application. I understand that any misrepresentation or omission, as well as any misleading statements or omissions of application information, attachments or supporting documents may result in denial of employment or immediate termination.</p> <p>I understand that an in-depth background check may be conducted prior to employment with City of Hood River. This may include, but is not limited to, a Criminal History check, a DMV check, education and certification verification, and contact with previous employers and references in order to determine suitability for employment and ability to qualify for employment with City of Hood River.</p> <p>I authorize representatives of City of Hood River to contact the employers and references listed in this application (or otherwise provided by me), except as otherwise indicated, and any other person as developed through these contacts in order to determine my suitability for employment. I understand that as the process progresses I may be required to provide additional information in order that a thorough background check can be completed. I understand that if hired, either the City of Hood River or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without advance notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement. I understand that this completed application is the property of City of Hood River and will not be returned. I understand that I must notify the Human Resources department at City of Hood River of any changes in my name, address, or phone number.</p> <p>I have read and understand the above information.</p>		
X _____ SIGNATURE OF APPLICANT		_____ DATE

SUPPLEMENTAL QUESTIONS

The purpose of the following questions is to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies. The information obtained also includes additional job related information, such as your preference of work hours and locations, to better evaluate you for the position for which you are applying.

QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.

* MONTH/DAY OF BIRTH:
EXCLUDE YEAR

*1. IN ADDITION TO THE "OTHER NAME" YOU MAY HAVE ALREADY PROVIDED, ARE THERE ADDITIONAL NAMES YOU HAVE WORKED OR ATTEND SCHOOL UNDER? IF SO, UNDER WHAT NAME(S)? IF YOU HAVE NEVER WORKED OR ATTENDED SCHOOL UNDER ANOTHER NAME, PLEASE ENTER "NA."
☐ NA

*2. DATE YOU ARE AVAILABLE TO START.

*3. PLEASE INDICATE WHICH HOURS YOU ARE WILLING TO WORK: (CHECK ALL THAT APPLY)

FULL TIME ☐ PART TIME ☐ TEMPORARY FULL TIME ☐ TEMPORARY PART TIME ☐ VOLUNTEER ☐ INTERNSHIP

IF YOU MARKED THAT YOU ARE NOT AVAILABLE FOR ALL HOURS OR DAYS, YOU ARE WELCOME TO PROVIDE AN EXPLANATION.

* 4. HOW DID YOU LEARN ABOUT OUR JOB OPENING? (PLEASE CHECK ALL THAT APPLY)

- ☐ CAREERBUILDER.COM
- ☐ CRAIGSLIST.COM
- ☐ DICE.COM
- ☐ GOVERNMENT FINANCE OFFICERS
- ☐ GOVERNMENTJOBS.COM
- ☐ CITYOF HOOD RIVER WEBSITE
- ☐ OREGON CPCU SOCIETY
- ☐ OREGON EMPLOYMENT DEPARTMENT
- ☐ OREGON MUNICIPAL FINANCE OFFICERS
- ☐ OREGON PRIMA
- ☐ OREGONIAN NEWSPAPER
- ☐ OREGONIAN ON-LINE
- ☐ STATEMAN JOURNAL NEWSPAPER
- ☐ UNDERWRITINGJOBS.COM
- ☐ OTHER _____

*5. HAVE YOU PREVIOUSLY WORKED FOR THE CITY OF HOOD RIVER?

- ☐ YES
- ☐ NO

*6. This is a voluntary question; however, if you are interested in veterans hiring considerations, we will need to know your veteran's status. Do you meet the definition of a veteran? A veteran is defined as: (1) A veteran must have served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning January 31, 1955 or 178 consecutive days beginning after January 31, 1955, and have been discharged under honorable conditions; or (2) A veteran must have served on active duty with the Armed Forces of the United States for 178 days or less and have been discharged under honorable conditions because of a service-connected disability (disabled veteran); or (3) A veteran must have served on active duty with the Armed Forces of the United States for at least one day in a combat zone and have been discharged under honorable conditions; or (4) A veteran must have received a qualifying military decoration for service in the Armed Forces of the United States; or (5) Be receiving a nonservice-connected pension from the US Dept. of Veterans Affairs. A veteran may submit his/her Certificate of Release or Discharge from Active Duty (a federal DD form 214 or 215) with his/her application for employment.

- ☐ YES
- ☐ NO

* 7. This is a voluntary question; however, if you are interested in disabled veterans hiring considerations, we will need to know your veteran's status. The definition of a disabled veteran is: (1) Entitled to disability compensation under laws administered by the US Dept. of Veterans Affairs; or (2) Discharged or released from active duty for a disability incurred or aggravated in the line of duty; or (3) Awarded the Purple Heart for wounds received in combat. A disabled veteran may submit a copy of his/her veteran's disability preference letter from the U.S. Department of Veterans Affairs.

- ☐ YES
- ☐ NO