

Section III

504. Development Technician

Definition:

This classification, under supervision, performs a variety of skilled tasks of average or greater difficulty, involving various aspects of monitoring, coordination and scheduling related to development and construction projects. Assists in a variety of departmental operations; performs special projects and assignments, and other duties as directed.

Example Of Duties:

Under direction of the Director Of Development And Asset Management, the *essential* job functions may include but are not limited to the following: Safely and correctly operate standard office equipment; maintain an accurate and organized file system; communicate effectively both orally and in writing, and interact positively and professionally with clients, staff and other persons contacted within the scope of employment. Input and retrieve data in the agency computer system; compose routine letters and memoranda; perform complex mathematical calculations rapidly and accurately, and work within a computer spreadsheet program. Develop a working knowledge of program policies and procedures, and provide resource assistance to vendors and contractors as required. Performs other related duties within the department as assigned.

Marginal job functions may include but are not limited to the following: prepare and process various forms and documents; review various types of report submittals for completeness and compliance; participate as a staff resource person at scheduled resident meetings, and the ability to safely operate a motor vehicle within the performance of job duties.

Qualifications:

To perform this job successfully, an individual must be able to accomplish each essential job duty or task. The requirements listed below are representative of the knowledge, skills and/or abilities required for these essential functions:

Knowledge of the following: General knowledge of the methods, practices and terminology used in clerical work as it relates to the construction industry; working knowledge of a publicly-funded grant program, as well as wage rate regulations, labor standards, and reporting requirements and criteria as they apply in these areas. Also a working knowledge of accepted procurement practices, and certified payroll requirements. Must also demonstrate intermediate to advanced knowledge of electronic spreadsheets and word processors.

Development Technician, (Continued):

Ability to perform the following: General office work, including transcription of routine letters and memoranda; maintain departmental and/or program files; preparation and generation of reports, forms and general communications, and the ability to correctly input data in the computer system and produce reports as required. Assists in the maintenance of departmental files; maintains an accurate inventory of office supplies and maintains a current stocking order. Prepares contracting forms and files for reporting purposes, and monitors wage rate compliance reports. Must demonstrate the ability to follow oral and written instructions; perform work without close supervision;; coordinate assigned tasks with other appropriate housing authority staff, and to deal tactfully and courteously with the public, staff and other government officials. Must demonstrate the ability to work under stressful conditions; maintain and document construction files, be able to review, research and evaluate construction bids to assure compliance with housing program requirements; orient and train other vendors/contractors on organizational policies, rules, regulations and procedures, and have the ability to develop new appropriate forms as required to accomplish job or reporting assignments.

The following **skills** are required for this classification: Communicate effectively both orally and in writing; must be at a skills level to create, maintain and retrieve technical reports by utilizing Lotus, Excel, Microsoft Word, and other appropriate software programs; have intermediate mathematical proficiency to perform the basic functions in all units of measure; be able to perform an equivalent typing level of at least 40 words per minute on a keyboard, and have good organizational and time management skills. Must also be able to safely and correctly operate all assigned equipment, including a motor vehicle.

Education And Training Guidelines:

Any combination of experience and training that would likely produce the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: At least two (2) years of office clerical experience is desirable, with a high level of computer utilization.

Training: Equivalent to the completion of the twelfth (12th) grade. Additional specialized training in construction management, property management, building inspection/certification, or a related field is desirable, or at least one (1) year of satisfactory performance in a related Housing Authority classification.

Development Technician, (Continued):

License:

Necessary to possess a valid California driver's license with a good driving record, and present a DMV printout upon request by the employer for verification. Employee must also be insurable and acceptable to the insurance company providing auto insurance to the Housing Authority.

Other Requirements:

Must be able to verify that physical condition is satisfactory for the requirements of the job. All physical requirements shall be applicable to the tasks and duties listed for the classification, with or without reasonable accommodation for otherwise qualified disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended. Initial employment shall be conditional upon such verification and determined by a required, standard, pre-employment physical at the expense of the Employer.

To be an employee of the Housing Authority, a person must be a citizen of the United States, or an alien who has been either lawfully admitted for permanent residence or authorized to be employed under the terms of the Immigration And Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identity and employment authorization.

Must maintain a drug-free status in accordance with the Housing Authority drug-free workplace policy.

Classification Status: Represented
Non-Exempt (FLSA)

(Revised 11/98)