



INTERNAL/EXTERNAL POSTING
Community Development Department
Position: Community Development Technician

Duties:

The City of Bunnell is seeking a Community Development Technician to complete work including but not limited to research, building permitting, plan reviews and public presentations. The selected candidate will provide customer service to City residents, developers, contractors and businesses; review and analyze site plans; conduct studies; collect and analyze data for use by the City in its Comprehensive Plan, Code of Ordinance, Land Development Code and other projects; research and prepare code amendments; evaluate ongoing programs for effectiveness; update zoning and land use maps; prepare and present agenda items for the Planning Board, Code Enforcement Board and City Commission; manage the monthly Planning Board and Code Enforcement Board meetings; prepare Planning Board and Code Enforcement Board meeting minutes; complete monthly and quarterly reports as needed; manage special projects and assignments as assigned by the Director. Position reports to the Community Development Director.

Educational Requirements:

- High School diploma/GED. Preferred Associates Degree.
- Preferred 2 years experience in building permitting, Land Development Code, Zoning and/or development.
- Experience demonstrating the ability to learn general technical, plan review, permitting or development information or any equivalent combination of education, training and experience.

Professional Licenses:

- Must possess a valid Florida Driver's License

To apply complete employment application which is available on the City website www.bunnellcity.us (application is located in the employment/open positions tab). Send personal resume and City application to: City of Bunnell, Attn: Christine Hancock, P.O. Box 756, Bunnell, FL 32110, or via email to chancock@bunnellcity.us (386) 263-8806.

Pay: \$15.42 - \$ 16.70 (D.O.E)

Open date: 9/6/2017 Open Until filled

Bunnell has a zero tolerance drug policy and complies with EEO policies.