



**CITY OF TEMPLE
ADMINISTRATION DEPARTMENT**

Announcement of Recruitment to Fill Vacancy

JOB TITLE: Community Development Technician

Pay Grade: 7

Starting Hourly Range: \$12.00 - \$18.70

CLOSING DATE: December 10, 2021

This is a full-time FLSA non-exempt position. The position is responsible for administering and preparing documents and information related to community development for the city. These include:

- Serves as official secretary to the Zoning Board of Appeals, and Planning and Zoning Board; presents appeals to the boards and processes requests for zoning variances.
- Administers the city land development regulations: issues land development permits, provides information to the public on development issues, and processes appeals.
- Knowledge of the City of Temple's Development Standards and Code of Ordinance, including applications and permits.
- Facilitates the economic development of the city; oversees activities related to historic preservation functions.
- Administers the annexation process, including processing annexation petitions and meeting with the public to provide annexation information.
- Performs other duties as assigned

Desired Education and Experience: High School Diploma or equivalent is required. Should have the ability to edit and write documents and have computer knowledge in Microsoft Suite and skills. Experience in progressively responsible positions in local government administration, public contact, data processing, with supervisory experience. Active involvement within the community.

Applications are available at Temple City Hall, 240 Carrollton Street, 8:00 a.m. to 5:00 p.m. Monday through Friday. City Hall: 770/562-3369. (The City of Temple will evaluate each application upon its receipt and will interview selected candidates at a time and date determined by the City.) -- Return completed application or resume to City Hall, Attention: Assistant City Administrator, Lisa Jacobson or email to ljacobson@templega.us.