

Community Development Associate



General Summary of Classification:

Associate roles are pipeline positions geared toward enrolled junior and senior level college students who intend to pursue a post-graduation career with Henrico County. Assignments complement academic work and, upon graduation, may lead to full-time employment. Associates are expected to bring strong foundational knowledge to their developmental roles, and to maintain academic standards. Associate positions may or may not satisfy any school-mandated internship requirements. It is the student's responsibility to explore and ultimately satisfy any school-mandated internship requirements.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- **Community Development (Permit Center)** - May be assigned to review or research building permit and development proposal requests, to include interpreting plats, plans of development, and construction documents. May answer inquiries related to zoning, land use, business license requirements, and other land development-related questions. May assist the public with understanding regulations and process requirements.
- **Building Inspections** - May perform reviews of construction documents for residential and or commercial buildings and structures that are proposed for construction. May specialize in one or more of the following areas: electrical, plumbing, mechanical and gas, fire protection, elevators, escalators, or other structural/architectural. May develop draft training materials, media, and programs to interpret or explain the application of national construction codes, State regulations and construction material standards.
- **Planning** - May work with any aspect of the land use planning process, including comprehensive and long-range planning projects, site plan and landscape reviews, and code compliance. May complete administrative and IT aspects of planning processes, including ESRI/ GIS mapping, data entry, and or analysis.
- **Public Utilities** - May contribute to water, wastewater, and solid waste design, construction, operations, and treatment projects. May complete Civil, Mechanical, Industrial, Environmental, Geological, and Computer engineering duties, to include working with mechanical, process, and instrumentation equipment. May complete data collection and analysis, surveying, and quality control and assurance duties. May determine environmental and service impacts.
- **Public Works** - May advance projects in environmental inspection, engineering, construction and maintenance work for roads, drainage, transit service, and erosion control.
- Complete and or maintain records and related databases.
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific/Technical:** Strong foundational knowledge in a placement-relevant field; excellent organization and research skills with the ability to collect and organize facts/tasks effectively; excellent attention to detail; familiarity with computer systems and demonstrated proficiency in common software products (e.g. Word, Excel, Power Point); ability to multitask and manage priorities; and ability to meet assigned deadlines. A working knowledge of GIS is preferred for some placements. The ability to understand, follow, and disseminate compliance standards and policies.
- **Interpersonal Communication and Customer Service:** Excellent interpersonal skills, excellent oral and written communication skills with the ability to communicate effectively with a diverse audience of County employees and citizens.
- **Decision-making and Authority:** Ability to exercise discretion and make sound decisions relative to their assigned program area.
- **Leadership:** Non-supervisory. The ability to work independently with minimal supervision and as a part of a team; May serve as a point of contact and provide information or guidance to stakeholders.
- **Environment:** Work may be conducted in an office and or outdoor settings; Placements may require working in a wide array of locations and potentially working within adverse conditions. May require the ability to lift up to 25 pounds.
- **Physical:** Visual and hearing acuity and physical ability sufficient to perform assigned duties.

Minimum Education and Experience:

Education: College-level coursework and full-time enrollment status within a fully accredited bachelor's degree program. Students at the junior and senior levels are preferred. Permissible majors include urban planning, geography, engineering, architecture, or other placement-relevant programs. A GPA of 2.5 or higher.

Experience: Relevant job or volunteer experience is preferred.

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- May require a valid driver's license to perform assigned duties at various locations.