CITY OF SAN ANTONIO
An Equal Opportunity Employer

111 Plaza De Armas, San Antonio, Texas 78205
(210) 207-8108 Job Line (210) 207-7280
www.sanantonio.gov

Temporary Development Services Representative
Development Services

The City of San Antonio is recruiting for a Development Services Representative (temporary). Under general supervision, is responsible for providing development related information to customers and assisting customers with their residential development projects. Processes various development requests and applications.

Essential job functions include, but are not limited to the following: Responds to customer inquiries. Provides procedural consultation services regarding residential construction. Intakes, processes and issues residential trade permits. Receives residential plan and reviews for completion. Reviews residential plans under 1,000 square feet and master plans and ensures compliance with City codes. Coordinates the review of new residential construction and residential additions over 1,000 square feet. Intakes, processes and issues Certificates of Occupancy. Accepts applications for trade licenses, verifies eligibility, and issues licenses. Accepts development related applications such as platting, zoning, Board of Adjustments, and CPS. Performs various administrative functions. Performs related duties and fulfills responsibilities as required.

This position requires that the successful candidate posses an Associate's Degree from an accredited college or university with major coursework in Public Administration, Engineering, Planning, Geography, or a related field. A valid Class "C" Texas Driver's License or ability obtain one within thirty (30) days after becoming a resident of the State of Texas is also required. Use of your own personal vehicle may at times be required and proof of liability insurance will be required. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background and credential verification.

Salary ranges from $10.06 to $14.09/hourly, depending on experience and qualifications.

ONLY PAPER APPLICATIONS ACCEPTED. Apply in person or any of the Community Link Centers Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio. **Open until filled.**

For additional information contact Dawnette Escobedo at (210) 207-2754