

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: DESIGN REVIEW ANALYST

BASIC FUNCTION:

Under the direction of the Assistant Superintendent for Business, or designee, perform technical and specialized functions directly related to the collection and implementation of developer fees and related projects.

REPRESENTATIVE DUTIES:

Read and interpret complex, detailed building plans; calculate accurate measurements in order to determine proper developer fees.

Collect and verify fees from developers and issue receipts; maintain a variety of files, records and reports related to developer fees.

Provide information and assistance in person or by telephone to developers regarding procedures and legal requirements related to developer fees; inform the general public and district personnel of district policies and procedures and state regulations related to developer fees and related projects.

Assist developers in completing and submitting a variety of forms and documents regarding developer fees and other related matters.

Read, interpret, follow and apply state regulations related to developer fees.

Prepare rough sketches, preliminary drawing and estimate materials and appropriate time required for projects.

Alter district's records of drawings to reflect updated information.

Maintain an understanding of the developer fee program; establish and assess work priorities to assure the timely completion of assignments.

Compile and prepare a variety of statistical and written reports; maintain records of fees collected, plans submitted and changes in plans.
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Basic architectural drawing symbols.

Basic mathematical skills related to measurements and money collection.

Record-keeping techniques.

State laws and court decisions regarding the collection of developer fees.

Basic drafting skills.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Modern office practices, procedures and equipment.

ABILITY TO:

Work from building plans and sketches.

Calculate developer fees from measurements developed from building plans.

Calculate dimensions from blueprints and sketches.

Interpret engineering and architectural scales.

Make arithmetic computations and tabulations with speed and accuracy.

Maintain accurate files and records and prepare reports.

Learn office policies, rules and practices.

Understand and follow written and oral directions.

Work cooperatively and effectively with developers and others.

Work independently with little direction.

Communicate effectively both orally and in writing.

Read, interpret, explain and apply laws, rules, codes, regulations, policies and procedures.

Lift objects weighing up to 80 pounds using safe and proper methods and/or equipment. Move objects weighing over 80 pounds using safe and proper methods and/or equipment.

Observe legal and defensive driving practices.

Complete assignments in an efficient and timely manner.
Letter and draw clearly and legibly in a draftperson-like manner on paper and drafting film.
Practice effective interpersonal skills using tact, patience and courtesy.

EDUCATION:

Any combination equivalent to high school graduation and two years of vocational or college-related training or experience with a registered architect/engineer.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

WORKING CONDITIONS:

Administrative office environment and field environment.