

DEVELOPMENT COORDINATOR

Department: Development Services

Pay Grade: 19

Hiring Range: \$39,355.68 - \$43,122.56

FLSA Status: Non-Exempt

JOB SUMMARY

Performs a variety of paraprofessional planning tasks at the public counter, the office, and in the field, including basic intake and review of a wide variety of land use and development proposals, basic file research and maintenance, and map reading. Prepares simple technical reports, creates and maintains databases, and assists staff with research and planning studies.

QUALIFICATIONS

Education and Experience:

- High school graduation, or its equivalent, Associates degree with coursework in a technical, liberal arts or science program preferred
- At least two (2) years of experience providing administrative or technical support in an environmental, planning, construction, architectural, engineering or related organization; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities
- Valid Texas Driver's license and computer proficiency required
- ICC Permit Technician certification preferred (Required to obtain within one year of hire date if does not have currently)

Knowledge, Skills and Abilities:

Essential duties and responsibilities may include, but are not limited to, the following:

- Planning principles and practices, including pertinent specialties
- Principles and practices of research and data collection
- Effective writing techniques
- Statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Problem solving skills to gather relevant information to solve vaguely defined practical problems
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to work on several projects or issues simultaneously

- Ability to work independently or in a team environment as needed

ESSENTIAL JOB FUNCTIONS

- Provides technical assistance and information to staff and the public in the administration of specific planning programs, areas or ordinances
- Provides a variety of procedural and recorded information to the public including case file information, zoning, and land use requirements
- Reviews building plans and zoning permit applications to assure compliance with requirements such as use, setbacks, and parking ratios
- Collects permit and application fees
- Performs routine office tasks including data entry, file management, copying and answering phones.
- Develops and maintains automated tracking systems, hard copy files and records
- Prepares narrative staff reports and recommendations of limited complexity, such as special use permits and variances.
- Researches and compiles information on a variety of planning issues from multiple sources
- Prepares public notices or property owner verifications
- Prepares maps, charts, and tables of limited complexity
- Investigates violations of planning regulations and ordinances, including site visits.
- Attends public meetings, assisting other planning staff as appropriate
- Assists in the most routine applications and planning studies regarding land use interpretations
- Maintains records of all permits issued and applications in progress; logs information into computer; supervises and assists in department file maintenance projects; maintains database to track permit review, permit compliance, and progress towards performance measures
- Makes routine field investigation to assure compliance with conditions of approval contained in approved land use permit, conditional use permit, and variance and development plan
- Assists in the coordination of regular departmental meetings
- Performs other related duties as may be assigned

PHYSICAL REQUIREMENTS

- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to bending, reaching, kneeling and lifting when assisting customers, or retrieving and replacing materials, supplies, and files.
- Must be able to lift up to 20 pounds

WORK ENVIRONMENT

- Majority of work is performed in an office environment; may be exposed to extreme weather conditions when making field inspections.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hour, etc., should be directed to the immediate supervisor.