

DEVELOPMENT SERVICES COORDINATOR**DEFINITION**

Under supervision, performs responsible technical and administrative work to provide information and direction to the public on processes and requirements associated with construction, community development, planning and building. Provides assistance and support to professional planning, engineering and building staff; receives, reviews, routes, processes and performs minor plan checking of minor applications and permits.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Supervisor. May receive lead direction from a Planner III. This class does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

The Development Services Coordinator incumbent is responsible for scheduling appointments with applicants regarding building and development projects, and is expected to be the first line of contact with both internal and external customers on various land use, planning, building and/or community development issues. Incumbents may receive only occasional instructions as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Schedule appointments with applicants to discuss building and development projects.

Serve as first line of contact to internal and external customers on land use, planning, building, and community development related issues.

Provide information and direction to the public related to land use, planning, building and community development and associated permit processes via phone, e-mail and counter work.

Review and provide information and direction to the public regarding applicable, local, State and Federal regulations, planning and engineering codes, ordinances, documents, standards and guidelines.

Perform minor site plan reviews and CUP minor revised exhibit reviews;

Review applications for completeness, log-in and coordinate routing of various plans and permits.

Calculate land use related fees and provide fee estimates as requested; issue routine permits.

Research, compile and analyze a variety of data for special projects and various reports.

Maintain manuals and update resource materials; develop and maintain a variety of databases.

Recommend and participate in the implementation and improvement of policies and procedures related to assignment with the goal of improving customer service.

Update and maintain a variety of files and records.

Provide infrastructure information to the public utilizing GIS, various sources to provide accurate information both in person and via phone; meet with citizens about development requirements, investigate and resolve complaints.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

City permit and plan check procedures, rules, regulations and guidelines.

Maps, construction plans and specifications.

Pertinent local, State and Federal regulations, building, zoning, engineering and planning codes and regulations related to the permit process.

Ability to:

Interpret, apply and explain local, State and Federal regulations and standards.

Understand complex construction plans, engineering drawings and specifications.

Know, understand, interpret and explain department and program policies and procedures.

Produce a variety of maps and graphics using applicable software applications.

MINIMUM QUALIFICATIONS

Experience:

Two years of responsible experience in building, planning, and development within a government agency; and

Education:

Bachelor's degree from an accredited college or university with major course work in urban planning, engineering or related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirement(s):

Possession of a valid California Driver's License may be at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____

Original 12/9/2013