



Career Service Authority

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Senior Development Project Coordinator

GENERAL STATEMENT OF CLASS DUTIES

Performs specialized, professional level work coordinating the review of complex, multifaceted development projects including complicated permitting issues and reviewing plans and specifications for conformance to applicable codes, rules, and regulations.

DISTINGUISHING CHARACTERISTICS

This class performs specialized, professional level work coordinating the review of complex, multifaceted development projects. This class is distinguished from the Associate Development Project Coordinator that performs professional level work assisting customers with the review of development projects and/or rezoning/amendment requests including explaining the overall requirements, offering advice, and guiding customers through the various processes. This class is distinguished from the Senior City Planner that performs specialized, professional level planning work including serving as a technical expert and project coordinator offering advice and direction to other planning, development, and design staff, city officials, and the public. The Senior Development Project Coordinator is also distinguished from the Principal City Planner that performs advanced, specialized professional level planning work including developing the vision for city growth, land use, design, infrastructure development, and preservation, promotes the best use of the city's land and resources for residential, commercial, institutional, and recreational purposes, and serves as a program leader in a functional planning area.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally in the form of stated objectives only with issues and factors largely undefined requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy, and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories, and concrete factors to be evaluated and weighed requiring a high degree of analytical ability, independent judgment, and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied, and simultaneous coordination of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

Level of Supervision Exercised:

By position, performs lead work and/or coordinates the work of employees who are assigned to specific projects.

ESSENTIAL DUTIES

Coordinates the review of complex, multifaceted development projects including assessing the needs of development customers, ensuring plans and specifications conform to applicable codes, rules, and regulations, the comprehensive plan, and other specialized city plans, and organizing the work of a multi-disciplinary project team comprised of staff members from various city agencies and external entities.

Serves as a single point of contact between development customers and city staff, determines which permits, licenses, approvals, standards, guidelines, ordinances, rules, and regulations a customer needs to obtain for a project to move forward, and coordinates the approval process of the multi-disciplinary project team, boards and commissions, and/or other governmental entities.

Creates innovative development process paths, identifies all significant and major issues that will affect a project to better serve individual customer needs, and reviews plans for technical zoning requirements based on zoning ordinances and other applicable rules and regulations.

Assembles, organizes, and coordinates the review process of multi-disciplinary project team members, reviews each team member's comments to determine consistencies and address potential problems, issues, and concerns, and resolves conflicts between both city agencies and developers and city agencies.

Utilizes a city-wide network project database that records all contacts, decisions, permits, and other pertinent information related to projects.

By position, serves as staff and advisor to the Board of Adjustment, reviews all zoning appeals to determine if errors have been made by conducting field inspections and researching pertinent information, and resolves zoning appeals or prepares appeals for the board.

Performs other related duties as assigned.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

External Awareness – Identifies and understands economic, political, and social trends that affect the program/project.

Land Use and Development – Knowledge of the principles and tools relevant to land use planning, development, regulations, and permitting.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Writing – Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

Self-Management – Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Oral Communication – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Problem Solving – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Planning and Evaluating – Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

Decision Making – Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Customer Service – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Creative Thinking – Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new methods where established method and procedures are inapplicable or are unavailable.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one’s job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior, works with others towards an agreement, and negotiates to find mutually acceptable solutions.

Conflict Management – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Organizational Awareness – Knows the organization’s mission and function and how its social, political, and technological systems work and operates effectively with them including the program, policies, procedures, rules and regulation of the organization.

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Flexibility – Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with ambiguity.

Information Management – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Technology Application – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of lead work functions.

Physical Demands:

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Accommodation: ability to adjust vision to bring objects into focus.

Working Environment:

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Education Requirement:

Baccalaureate Degree in City or Regional Planning, Architecture, Landscape Architecture, Construction Management, Public Administration, Business, or a related field.

Experience Requirement:

Three years of professional experience reviewing development projects and/or rezoning/amendment requests including explaining the overall requirements and assisting customers.

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Exempt
ESTABLISHED DATE: 12/16/2005
REVISED DATE:
ESTABLISHED BY: Patricia Anderson
CLASS HISTORY: This is a new class.