



DEVELOPMENT PERMIT COORDINATOR JOB DESCRIPTION

Approved 11/06/2017

A. GENERAL PURPOSE

Under general direction of the City Planner , plans, organizes, and coordinates the development plan submittal, approval, and permit issuance process; provides case management of complex land development applications; and provides efficient and effective service delivery to property owners, developers, consultants, and the general public as related to land development in the City and surrounding extraterritorial jurisdiction.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate the development application process, including oversight of application and plan submittals, fee assessment and payment, processing plan review and comment transmittals, and issuance of permits and other approval correspondence as appropriate.
2. Coordinate and attend pre-submittal and technical review meetings for development projects.
3. Evaluate a variety of applications and proposals for administrative completeness; maintain appropriate logs of plan applications processed.
4. Monitor and ensure timely processing of applications, plans, and permits; manage and coordinate the routing and tracking of plans to various departments and outside consultants for required reviews and approvals; perform follow-up phone calls to ensure timeliness of responses from city staff, consultants and applicants.
5. Provide case management of complex land development applications; confer with project owners and design professionals regarding state and local code requirements and obtaining multi- agency application approvals.
6. Ensure timely compliance with publication and notice requirements for various types of land use projects.
7. Provide efficient and effective service delivery to customers; handle difficult and complex customer service situations; identify and recommend opportunities for improving service delivery methods and procedures.

8. Recommend, develop, and implement goals, objectives, policies, and procedures for development permit processing; project future costs and recommend appropriate fee adjustments.
9. Monitor and maintain computer applications and tracking systems; coordinate improvement and upkeep of information systems, databases, scanning and imaging systems.
10. Develop, update and maintain information and pamphlets provided to the public at the front counter and online.
11. Confer with and advises members of the general public, property owners, architects, engineers, developers, consultants, and others regarding development policies, procedures and standards.
12. Assists in creation and maintenance of records including but not limited to approved site development permits, subdivision plats, various zoning approvals, sign permits, and building permits.
13. Attend and participate in professional group meetings; stay abreast of new trends, innovations and laws affecting the development plan submittal and approval process.
14. Perform related duties as required.

C. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

Must possess a Bachelor's degree from an accredited college or university with major course work in public administration, urban planning, construction management or a related field. Two years of increasing responsible experience in community development permitting; previous front-counter related experience highly desirable.

Knowledge of:

- Principles and practices of front counter coordination for development permitting.
- Building-related codes and ordinances enforced by the City, including the Texas Local Government Code.
- Methods and practices of all phases of commercial and residential land development.
- Basic cost accounting and preparation of invoice type documents. Development and application of fee structures and collection methods.
- General principles and practices of regulatory compliance.
- Methods and techniques of technical research.
- Pertinent federal, state, and local laws, codes and regulations.
- Basic database management skills.
- Modern office procedures, methods, computer equipment and related software applications including word processing and spreadsheet software. English usage, spelling, grammar, and punctuation.
- Calendaring of events for timely notice and completion.
- Principles and procedures of record keeping.
- Principles and practices of report preparation.

- Effective oral and written communication methods and skills.

D. TOOLS & EQUIPMENT USED

Personal computer, including Microsoft Word, Excel, Outlook, and database software; motor vehicle; phone; mobile, or portable radio.

E. SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. Work is performed mostly in an office setting. Some outdoor work is required in visiting various land use developments, construction sites, or public works facilities. Ability to operate certain computers and various other pieces of City equipment.
2. While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk; handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

F. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works inside an office. The employee occasionally works outside on project sites and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
2. The noise level in the office work environment is usually mild.

G. WORK HOURS

Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday except holidays. Attendance at evening meetings is occasionally required. This is a full-time exempt position and eligible for compensatory time off as described in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

H. SALARY

Salary is commensurate with the position. Pay days are every other Friday or as otherwise determined by the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL".

I. BENEFITS

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL

MANUAL, as may be modified by the employee's offer letter and subsequent revisions to the Manual.

J. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact the Deputy City Administrator at (512) 858-4725.

***Please note:** This Job Description is not a contract, and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Job Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*