



DEVELOPMENT SERVICES COORDINATOR

DEPARTMENT: Planning
DIVISION: Planning
SUPERVISOR: City Manager
FLSA STATUS CODE: Non-exempt
POSITIONS SUPERVISED: None

JOB SUMMARY:

Reporting directly to the City Manager, the Development Services Coordinator assists the City Manager in planning, development, and City related projects, including conducting research, drafting reports, coordinating and attending pre-development meetings, as well as developing documents related to Planning and Zoning, Zoning Board of Adjustment, and City Council related cases. The Development Services Coordinator works independently, performing a wide range of complex and confidential administrative and clerical support duties. This position requires exceptional communication and interpersonal skills with the ability to provide information and service to a wide range of internal and external contacts. Knowledge of the City and departmental policies and procedures, local codes and ordinances, the Texas Local Government Code, and sales tax laws are required.

ESSENTIAL JOB FUNCTIONS:

- Maintains a high level of confidentiality.
- Analyzes and evaluates zoning and development proposals by applicable codes, ordinances, policies, and design guidelines and presents information as needed.
- Work with zoning and development applicants and their representatives throughout the review process to meet deadlines.
- Maintains open and effective communications with zoning and development applicants, city staff, City Manager, and residents.
- Assists the City Manager in developing municipal planning documents and plans, including amendments to the comprehensive plans and development ordinances.
- Processes zoning change applications and plat applications.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.



DEVELOPMENT SERVICES COORDINATOR

- Prepares public notices and conducts property ownership research.
- Assists customers with questions related to planning and development, community development, Building standards, and obtains input from the City Manager or Building Official when needed.
- Assists City Manager in preparing reports to the City Council, Boards, and the public.
- Assists City Manager and City Secretary with Boards, Commissions, and Committee packets and agendas.
- Assists with lien releases.
- Assists with compiling Open Records Requests documents.
- Assists with compiling weekly, monthly, quarterly, and annual reports for the City Manager's office.
- Performs advanced professional work related to a variety of planning assignments.
- Provide customer service and respond to concerns and inquiries.
- Performs other duties as assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.



DEVELOPMENT SERVICES COORDINATOR

MINIMUM QUALIFICATIONS:

- Ability to follow oral and written directions.
- Ability to read, analyze, and interpret technical procedures and governmental regulations, including but not limited to the Texas Local Government Code, International Code Council (ICC) Building regulations, and City ordinances and regulations.
- Ability to work harmoniously and cooperatively with other employees and the public.
- Ability to read, review, and analyze legal descriptions, site plans, and other related planning and legal documents.
- Knowledge of zoning laws and comprehensive plans, including their formation, process of adoption, and implementation.
- Ability to deal effectively, professionally, and ethically with the public and government officials.
- Skilled in interpreting City and state code ordinances and laws, providing comparative analysis.
- Organizational skills as well as the ability to effectively communicate.
- Excellent written and verbal communication skills.
- Be entrepreneurial, energetic, imaginative, well-organized, and capable of functioning effectively in an independent environment.
- Ability to work independently with limited supervision.
- Possess operational knowledge of technical devices such as, but not limited to, computers, phones, printers, and tablets.
- Excellent attention to detail.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.



DEVELOPMENT SERVICES COORDINATOR

- Ability to maintain a high volume of work and multiple responsibilities effectively and efficiently.
- Establish and uphold effective working relationships with all employees.

QUALIFYING EDUCATION AND EXPERIENCE:

- High School Diploma required.
- Two (2) years of experience in municipal government with experience in plan/plat review, zoning administration, building codes and standards, and development.
- A combination of related education, experience, certifications, and licenses will be reviewed and considered.
- Must be a U.S. Citizen
- Must have a valid Class C Texas driver's license and maintain a satisfactory driving record.

WORK ENVIRONMENT:

Tasks are regularly performed without exposure to adverse environmental conditions. May be subject to repetitive motion such as typing, data entry, and vision to monitor.

Note: *The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be a comprehensive list of all responsibilities, duties, skills, and physical demands required.*

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.



DEVELOPMENT SERVICES COORDINATOR

Any applicant selected for this position must complete a background check with results acceptable to the City of Forest Hill. The following will result in being disqualified for this position: Felony Convictions, Felony Deferred Adjudication, Class A & B Misdemeanor Deferred Adjudication, Class B Misdemeanor Convictions, an Open Arrest for Any Criminal Offense (Felony or Misdemeanor), and Family Violence Convictions.

Written/Modified By: _____

Angela Locuste, Human Resources/Civil Service Director

Date: _____

Approved By: _____

Venus M. Wehle, PCED, City Manager

Date: _____

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.