

**DEVELOPMENT REVIEW COORDINATOR
JOB DESCRIPTION**

JOB TITLE: Development Review Coordinator	CLASSIFICATION: Professional	IMMEDIATE SUPERVISOR: Planning and Zoning Administrator
PAY GRADE: 134	DEPT: Planning	STATUS: <u>FT</u> PT <u>EXEMPT</u> NON-EXEMPT BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: This position is responsible for coordinating the planning, zoning, land use and comprehensive planning including technical and inspection services related to development review, annexation, capital improvements, and amendments to the comprehensive plan, zoning code and other related codes, ordinances, policies and procedures. This position analyzes geographic data, performs mapping functions, and provides technical support to the Engineering and Community Development Departments and presents development applications before various Village Boards.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the maintenance of GIS layers and associated databases
- Performs geo-based analysis and presentation graphics as necessary.
- Assists with the formulation and implementation of planning studies and projects.
- Assists with formulating and implementing the Village's Comprehensive Plan and preparing revisions to the appropriate Elements based on research and analyze of social, economic and physical factors.
- Makes oral and written interpretive assessments of planning data before various Village Boards.
- Reviews the impact of development on transportation and other systems; recommends improvements.
- Assists with EAR, local comprehensive plan review and amendments, and other special projects, studies and reports including but not limited to presentations and graphical aids.
- Updates planning databases annually.
- Reviews building permits for consistency with development orders and the Village Code.
- Reviews, interprets, and reconciles legal property documents and exhibits as necessary.

OTHER DUTIES:

- Assists with Village departments, other agencies and the general public with issues.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in Urban/Regional Planning, or Geo-based computer mapping program (specifically ESRI-based)
- Prefer Master's degree in Urban/Regional Planning;
- At least 2 years of experience in planning.
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Considerable knowledge of GIS application programs (specifically ESRI-based products) and GIS database design, mapping techniques, procedures, and materials, mapping principles, mathematics and coordinate geometry necessary to implement GIS within the Community Development and Engineering Departments.
- Knowledge of the principles, practices, and techniques of urban planning, with knowledge as it applies to local planning and development standards as well as master planning.
- Knowledge of the principles and techniques involved in the development and maintenance of the Village's Comprehensive Plan.
- Knowledge of research techniques, statistical methods, and various graphics, presentation, and engineering-based (CAD) computer programs.
- Some knowledge of current trends in local, regional, state and federal planning, current literature, sources of information and legislation affecting city planning and development, as well as knowledge of economics, public finance and sociology as it applies to urban planning.
- Ability to organize and analyze information, formulate substantive recommendations and present them concisely; ability to communicate effectively in oral and written form, through public presentations and written reports.
- Ability to establish and maintain effective working relationships with department officials, other employees, agencies, and the general public.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license or ability to obtain one by date of hire; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

PHYSICAL DEMANDS:

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 enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel 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.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

TOOLS & EQUIPMENT USED:

Code of Ordinances, personal computer, GIS, CAD, calculator, plats, site plans, master plans, blueprints, maps, telephone, pager and other related equipment.

ENVIRONMENTAL CONDITIONS:

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 enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, and may be exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is generally quite while in the office, and moderately noisy when in the field.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB DESCRIPTION HISTORY:

Created: March 1999

Revised: March 10, 2004

Revised: October 27, 2006

Revised: November 5, 2008

Revised: July 9, 2012