



JOB DESCRIPTION

DEVELOPMENT SERVICES COORDINATOR

DEFINITION

Under general supervision of Director of Development Services, provides a wide variety of specialized and technical administrative and office support to management, professional, and supervisory staff; performs administrative and technical support work related to the department; performs related duties as required. The Development Services Department includes the following functions: Planning, Code Compliance, Building and Safety, Housing and Economic Development.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Performs routine but specialized administrative duties related to departmental operations including data research, report writing, coordination of meetings/events, budget tracking and expenditures and other office administrative details.
2. Organizes, maintains and updates departmental records systems; enters and updates information with departmental activity, files and reports, establishes and maintains specialized software systems related to departmental areas of responsibilities; periodically reviews and purges files in accordance with records retention policy. Interfaces with Finance Division representing Department regarding computer program software and upgrades. Prepares, processes and tracks purchase requisitions and invoices for services and materials.
3. Assists management and professional staff in performing and conducting studies, special projects, and administrative activities. Compiles information and data for administrative, statistical, and financial reports; checks and tabulates statistical data; prepares and assembles reports, manuals, articles, announcements and other information materials.
4. Attends to a variety of office administrative details such as keeping informed of departmental activities, transmitting information, maintaining department timesheets, ordering and coordinating supply orders, preparing contracts and agreements, arranging for equipment purchases and maintenance, attending meetings and serving on various task forces and committees.
5. Serves as the Staff liaison for Commissions, as assigned, which includes research, preparation of background materials, interfaces with staff liaisons of other Commissions as necessary, presents subjects and issues at the meetings, schedules implementation projects and prepares staff reports in accordance with Municipal Code requirements.
6. Composes correspondence and compiles reports from a variety of sources (project modification approval letters, expired letters, deadline letters and incompleteness letters); as well as facilitates transmission to other offices and agencies. .
7. Attends meetings of Commissions and Boards; takes minutes and prepares the permanent record. Provides direct Department support to the Director of Development Services and Department managers as assigned; prepares agendas, assembles and distributes staff reports and documents for Commissions and Boards as assigned; provides back up support to Commission staff; may prepare public hearing notices for City Council and Commissions/Boards.



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8. Prepares and distributes documents and standard forms such as resolutions, CEQA documents, ordinances and General Plan amendments, legal notices, use permits, Request for Proposals (RFP's) according to instructions of the Director of Development Services and established procedures. This position requires the use of judgment and a thorough understanding of Commission functions and operating procedures.
9. Receives inquiries from the public and other City employees; provides information requiring an understanding of policies and procedures. Coordinates the completion of departmental responses to public records requests. Establishes and/or maintains a filing and retrieval system for interrelated files and records.
- 10.. As appropriate, screens calls, visitors, and incoming mail; responds to concerns and requests for information, interprets and applies regulations, policies, procedures, systems, rules and precedents in response to inquiries and
11. Coordinates and implements applicable fees along with coordinating fee adjustments in Permits Plus software. .
12. Coordinates and tracks special assignments and projects as assigned. Supervises the preparation of staff reports, packets and distribution of same. Coordinates, scheduling all appointments, meetings, prepares correspondence, arranges travel and conferences for Development Services Director and staff.
13. Interfaces with Department Managers and assists with special projects or requests.
14. Coordinates and integrates department services and activities with other City departments and outside agencies.
15. Performs other duties as assigned.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include an associate's degree or equivalent, and five years of progressively responsible administrative support and office coordination experience in government, and/or a planning, architectural, construction, real estate or similar environment.

Knowledge, Skills and Abilities

Basic knowledge of the principles and practices of planning; related state and federal laws, ordinances, rules and regulations. Ability to plan, organize and coordinate departmental activities; prepare reports; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships.

Considerable knowledge of related secretarial and general office methods and techniques including office equipment operation; records processing and maintenance procedures and systems; preparation of complicated documents requiring specialized typing. Working knowledge of the organization and functions of the various agencies involved in the planning process. Skill in the operation of a variety of office equipment, computer and software (word processing, database, presentation and spreadsheet applications and others) as needed. Ability to learn and interpret related policies and procedures; communicate effectively both orally and in writing; use correct English grammar, punctuation and spelling and edit for inconsistencies in grammar, punctuation and spelling; establish and maintain cooperative working relationships.

SPECIAL REQUIREMENT



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Possession of, or ability to obtain, an appropriate California driver's license and a satisfactory driving record.

ESSENTIAL ELEMENTS

Physical Demands

Sitting, standing, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, visual acuity, and driving (car).

Stress Factors

High pressure in assisting the public, staff and elected officials. Ability to interpret and explain actions to the public, Commissions/Boards and City Council.

Work Environment

Considerable work with the public and staff; verbal contact, face-to-face and telephone.

Mental Requirements

Reading complex, writing complex, perception/comprehension and judgment.

Equipment

Computer, keyboard, telephone, calculator, photocopiers, postage machine, facsimile machines, typewriters, various computer printers.

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