

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Development Coordinator	BAND/LEVEL:	Prof I
DEPARTMENT:	Planning & Development Services	JOB NO:	2995
DIVISION:	Building Safety	DATE:	3/25/12
REPORTS TO:	Codes Administrator	FLSA STATUS:	NE
FULL-TIME: xx _____	PART-TIME: _____	TEMPORARY: _____	COST CENTER: 608

REPLACES: Development Coordinator

DATE: 3/30/05

JOB SUMMARY STATEMENT:

Coordinates departmental and intra-divisional programs, workflow and processes associated with the development review process and makes recommendations for enhancements to the program. Serves as a liaison for clients. Coordinates and administers departmental customer service programs. Assigns addresses to new plats. Processes plans and related items approved by Planning Commission and City Council. Reviews, approves, and issues sign permits for commercial and residential properties. Enforces compliance with municipal codes, ordinances and private sign criteria set by Planning Commission. Consults with the Law Department and the Prosecutor's office in the preparation of violation notices, written reports, memos, correspondence and Notices to Appear in Municipal Court.

DUTIES AND RESPONSIBILITIES:

1. Coordinates intra-divisional and department-wide activities associated with the work and programs of the Development Center. Serves as department liaison and problem-solver for citizens, developers, construction and design professionals, and staff regarding conflicts or issues arising out of the development review process. Researches issues, meets with parties, negotiates and mediates settlements, and makes recommendations for resolution. Responsible for Initial Screening Process (ISP) review for Current Planning and Engineering Services, and for ISP entries in Tidemark, project assignments, plan routing, ISP comments and tracking project status.
2. Coordinates and administers departmental customer service programs such as the pre-construction and pre-occupancy programs. Provides a comprehensive program of educational and training opportunities for stakeholders working within the development review process. Provides meeting summaries to participants and archives in Sharepoint. Oversees a feedback process at post-occupancy interviews for contractors to evaluate the development process for their project. Assists clients in obtaining clearance to access the on-line development center and provides in-house training.
3. Coordinates the issuance of Land Disturbance Permits (LDP's). Serves as the case manager and works closely with Engineering Services and Permit Services; collates plans and ensures Tidemark entries are correct and links phased projects.
4. Reviews and approves commercial and residential signs against city ordinances and private sign criteria. Works closely with Current Planning; makes suggestions for sign approvals and deviations for Planning Commission review. Offers alternatives to customers for sign designs that do not meet city ordinances. Issues sign permits, calculates fees, performs inspections and attaches documents in Sharepoint.
5. Issues Notices to Appear in Municipal Court. Compiles evidence, consults with Prosecutor's Office regarding legal action and prosecution of violators. Attends and testifies at arraignment and trial.
6. Assigns addresses to new plats and developments according to adopted addressing standards. Corrects inconsistencies and changes incorrect addresses. Sends out new addresses and change letters to required persons. Coordinates all plats into existing grid system. Conducts site inspections to verify information.
7. Processes plan and related items approved by the Planning Commission and City Council. Reviews staff reports and attaches stipulations to final development plans. Submits items to Mayor for signature.
8. Oversees the coordination and administration of OPMC 16.100.105.3.9 (Moving Buildings). Coordinates date, time and route of moves with the OP Police Department, OPFD, PDS Divisions, and Parks and Recreation. Verifies insurance requirements are met with City's Risk Manager, state highway permit bonds are obtained, if applicable, and that utility disconnects have been obtained.

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9. Identifies, studies, makes recommendations, and implements policies, programs procedures and processes resulting in stakeholder enhancements to the development review process and the operation of the Development Center. Assists in the oversight and quality control of the naming convention and linking of master project cases in Tidemark.
10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
11. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education is required. Bachelor's degree in business management, construction technology, or a related field of study, or an equivalent combination of formal education and work experience is preferred. Must be able to obtain International Codes Council certifications (Class A) within three years of employment. Must possess an appropriate, valid driver's license and maintain an insurable driving record.

EXPERIENCE:

Three to five years experience with the development review process within a multi-faceted organization. One to two years of project management experience preferred.

SKILLS:

1. Must have effective communication skills (written and oral).
2. Excellent interpersonal skills.
3. Ability to operate computer, fax machine, telephone, copy machine, and calculator.
4. Ability to train and guide others.
5. Ability to deal with personnel at all levels of City government.
6. Must be able to facilitate and lead group discussions, and make presentations.
7. Able to negotiate and mediate.
8. Must be skilled in project management.
9. Must have excellent listening skills.
10. Must be proficient in Tidemark, word processing, database, spreadsheet, and presentation software applications. Helpful to be familiar with the Microsoft Office Suite of software applications.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend City, state and federal regulations.
2. Ability to read and interpret plans, diagrams, and specifications relating to construction disciplines.
3. Ability to analyze complex problems and recommend possible solutions.
4. Ability to access situations and use judgment in responding.
5. Ability to handle multiple tasks.
6. Ability to compose news articles, information items and correspondence.
7. Ability to meet specific time deadlines.
8. Ability to work in a hectic environment with many interruptions.

PHYSICAL REQUIREMENTS:

1. Ability to drive a vehicle.
2. Physical and manual dexterity to have the ability to read and record information simultaneously.
3. Ability to make and receive phone calls.
4. Ability to traverse rough terrain on foot.
5. Ability to travel to field locations.
6. Ability to retrieve information from microfilm and other archive methods.

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SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct: None

Indirect: All Department employees involved in the development review process

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.