



DEVELOPMENT COORDINATOR

JOB DESCRIPTION

City of West Lake Hills, Texas

Job title	Development Coordinator	FLSA Classification	Non-exempt, Hourly, Full-time
Reports to	Director of Building and Development Services	Date Approved	

GENERAL PURPOSE

Under the general supervision of the Director of Building & Development Services, the Development Coordinator reviews building & development applications submitted to the City to determine administrative completeness, ensures adherence to application submittal policies, manages the review process of permit applications, manages permitting databases, and provides administrative and technical support to the Building & Development Services Department as needed. Exercises significant level independent judgement and decision-making authority.

SUPERVISION RECEIVED AND EXERCISED

- Works under the general direction of the Director of Building and Development Services who reviews work for conformance with policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Within five (5) business days, review building permit applications for administrative completeness. Notify applicants of application deficiencies. Send completeness certificate to applicants when applications are deemed complete.
- Review building and development applications submitted to the City to determine administrative completeness by reviewing checklists and assisting with determining correct application fees.
- Respond to customers' questions regarding application submittal process and requirements; serves as main point of contact with customers until application is routed for technical review.
- Manage, coordinate, and distribute building and development submittal applications to reviewers after completeness certificate issued. Ensure comments are completed and issued in a timely manner from reviewers to the applicant.
- Maintain and update project tracking spreadsheet(s) to ensure all necessary documentation is included in permit files and is continually maintained up to date.
- Primary responsibility for filing project applications in our enterprise software applications, Incode/MyPermitNow and generating/assigning permit numbers as required.
- Notify all department staff including the Zoning & Planning Secretary and Director of Building & Development Services of complete applications that have been entered into permitting system.
- Coordinate and assist the Zoning and Planning Secretary with variance approvals and draft variance approval letters to applicants.
- Assist with permit reviews for compliance with City building codes.
- Assist with preparation of staff reports for ZAPCO, City Council, and Board of Adjustment meetings including any required quarterly or interval reporting.
- Provide primary telecommunications coverage for incoming calls and other clerical/office tasks, including, but not limited to, printing, making photocopies and scanning documents, preparing draft public notices and notification addresses, assistance with ZAPCO/City Council agenda packet preparation, etc.
- Provide Web Content Editing functions for the departmental website.
- Analyze situations accurately including systematically reviewing existing information, codes, and policies, and seeking additional information by coordinating with other key parties.
- Provide outstanding customer satisfaction (internally and externally).

- Attend Zoning and Planning Commission meetings (generally after normal business hours) and on occasion may be required for coverage for City Council meetings.
- Participate/assist in all emergency management activities, as assigned.
- Other duties as assigned by the Director of Building & Development Services and/or the City Administrator.

QUALIFICATIONS

EDUCATION & EXPERIENCE

- Bachelor's degree in city, urban and regional planning; architecture, urban design and economics, or a closely related field. Degrees in progress are acceptable as well.
- Prior experience with municipal government is preferred.
- Prior experience with MyPermitNow is preferred.
- Valid Texas Driver License.

KNOWLEDGE AND UNDERSTANDING

- General knowledge of city planning, building and development review processes, and reviewing/interpreting City Codes is preferred.
- Proficiency in reviewing policies and code and drafting required revisions.
- Proficiency in writing professional correspondence and reports.
- Knowledge of ESRI ArcGIS a plus.
- Skilled in website content editing and creation.
- Proficiency in Microsoft Office including Word, Excel, Outlook.

ABILITIES

- Learn and proficiently utilize new computer technology applications, including, but not limited to, Incode, MyPermitNow (MyGov) and Civic Plus.
- Interact with the public, city employees, and other city officials in a positive, professional, and productive manner.
- Communicate clearly, concisely, and convincingly both orally and in writing with the public, City Staff, Boards, and Commissions while discussing, explaining, and interpreting standards and codes.
- Work independently and manage multiple projects simultaneously with competing deadlines.
- Resolve conflicts between various parties in a professional and respectful manner.
- Must be able to operate a motor vehicle safely and legally.

PHYSICAL DEMANDS

- Normally works a forty-hour week, however, sometimes may be flexed for attendance at Zoning & Planning Commission or City Council meetings as required.
- Attendance may be occasionally required for Zoning and Planning Commission, or City Council meetings which occur after hours.
- Sit or stand for prolonged periods answering phones, performing keyboarding, operating a computer, filing, copying, and doing other administrative work.
- Possess general manual dexterity using hands and fingers to operate computer, office machines, perform office functions, and reach items with hands or arms.
- Bend or stoop to retrieve files, lift books, or other materials weighing up to 30 pounds.
- Possess mental acuity for attention to accuracy and detail.
- See in the normal visual range with or without correction to operate vehicles and office equipment, read instructions and follow directions.

WORK ENVIRONMENT

- Work in an office setting.
- Attendance may be required at City Council meetings, most of which occur after regular business hours.

- Attendance may be required at other meetings which could occur after regular business hours.
- Occasionally requires travel, including over-night stays for required training and conducting City business.
- May encounter occasional stressful situations.

OTHER

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.
- This job description is subject to change at any time.
- This is an at-will position without a definite duration or term of office.
- The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the City Secretary at (512) 327-3628.
- The City of West Lake Hills is an Equal Opportunity Employer.