

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be job successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

DEVELOPMENT REVIEW COORDINATOR

Department: Office of the County Engineer
Pay Grade: 109
FLSA Status: Non-Exempt
Job Class: 5074
Risk Code: 8810

JOB SUMMARY

Responsible for performing technical and administrative duties in the coordination and processing of master plans, subdivision plats, improvement plans, major site plans, development agreements, and waivers for compliance with Marion County regulations as well as assisting engineers, surveyors, developers, and members of the public with the process.

ESSENTIAL JOB FUNCTIONS

- Coordinates the Development Review Plan process.
- Reviews for sufficiency and distributes and coordinates plans and waivers to appropriate County staff in various departments in the electronic plans review system.
- Reviews plans to ensure compliance with codes, laws, and regulations.
- Communicates department review responses to applicants and schedules meetings with staff and applicants to discuss projects.
- Coordinates Development Review Committee (DRC) meetings, schedules items, and prepares and distributes DRC agenda and minutes.
- Prepares agenda items for the Board of County Commissioners.
- Processes for review and records official documents, including final plats.
- Receives, processes, and maintains records and fees related to plan and waiver review. Performs daily cash audits, calculates for accuracy, and utilizes checks and balances.
- Maintains file room and tracks file location, including archived files. Maintains computer databases (Excel and various proprietary software such as Trakman, CD Plus, ePlans) for file inventory and records management.
- Responsible for modifying existing data within a database record, including data integrity checks, changing the structure of a database schema as applicable and transferring records from one database to another.
- Develops and maintains a manual for processes, policies, procedures, forms, and plan review checklists used for cross-training County staff and assisting private sector engineers and surveyors in the development review process.

- Interacts and assists applicants utilizing the County's electronic permitting software to achieve desired objectives.
- Performs technical research, compiles data, and creates written reports for distribution to the Land Development Manager, DRC, and other County staff.
- Researches and retrieves information for County staff, private sector engineers, and the general public and makes copies upon request.
- Communicates with customers in person, in writing and on the phone regarding the plan review process, corrective actions, and code requirements. Guides applicants through the development review process.
- Schedules pre-construction conferences for subdivision improvements with private sector applicants and County staff. Schedules field inspections and re-inspections.
- Maintains up-to-date development status.
- Drafts, reviews, and modifies County agreements as directed.
- Monitors County agreements for conditions. Tracks agreement conditions and works with appropriate County staff, and customers to assure conditions are timely completed.
- Notifies Land Development Manager when agreement conditions have not been completed.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person, in writing or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

May review the work product of others. Provides guidance, advice, and assistance to others on the development review process.

QUALIFICATIONS

Education and Experience:

Associate's Degree; or two (2) years' experience in processing government forms, business processes; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- FEMA NIMS IS-100, IS-200, IS-700, and IS-800 certifications.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to participate in development of policy, programs, plans, or procedures.
- Ability to study manual work processes to determine most effective methods as essential tasks.
- Knowledge of computers, e.g., current operating systems, word processors, email, Internet usage, basic spreadsheets, databases, and Adobe professional
- Knowledge of the Land Development Code.
- Knowledge of state and local laws, standards, and regulations related to the Land Development Code and civil engineering.
- Skills in organization and task prioritization.
- Ability to provide excellent customer service.
- Ability to establish and maintain effective working relationships with associates, department staff, municipal officials, representatives of other agencies, and members of the general public.
- Ability to read and interpret plans and recognize deviations in violation of codes.
- Ability to read legal descriptions.
- Ability to work independently without supervision.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle, or feel; reach with hands and arms; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.