



Title: Development Project Specialist

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Plan Review Supervisor – Site Development.
This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree or equivalent
- **Experience:** Minimum of one year related experience. Requires a working knowledge of standard practices and procedures.
- **Licenses/Certifications/Special Requirements:** None noted.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Bachelor's degree in Urban Planning or closely related field.
- Working knowledge of ArcGIS
- Experience with a development permit tracking program such as Accela Automation

JOB SUMMARY

The purpose of this position is to provide technical planning expertise in developing, managing, and implementing projects related to land use, site and architectural design: ensuring availability of infrastructure and compliance with applicable policy and regulations. Conducts residential, commercial, and industrial development review; provides technical assistance. Assists citizens, business owners, homeowners, developers and contractors with the City's development process; acts as liaison with local governments, outside agencies, and internal departments; maintains status and statistics on development related projects; and conducts final inspections.

May serve as project manager for development cases and/or special studies and projects including redevelopment, infill, and economic development-related projects, including tasks such as: pre-conceptual site planning; public outreach; preparation of program documents and reports, conducting research, review and analysis.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Technical Plan Review. Provides technical review of various construction and civil plans, site plans, landscape plans, residential design review, final plats, retaining wall review; administers project waiver recommendations; manages projects; reviews applications; determines whether proposed development meets regulations; provides technical assistance to developers; recommends or denies proposals; identifies problems; initiates problem resolution; prepares summaries, narrative statements and complex analysis of specific sites and projects.
2	Zoning / Development Inquiries. Provides technical advice and assistance to architects, engineers, and general public, as it relates to interpretation and compliance with local zoning codes and other development standards by telephone, email, and in person.
3	Project Management and Consultation. Varies function based upon needs of Economic Development Services in accordance with the initiatives of the Economic Development Implementation Strategy; comprehensive pre-conceptual site planning; property research and data collection; analysis; trouble-shooting of land use constraints and opportunities; recommendations relative to site layout, configuration, building size, lot fit analysis, internal circulation, ingress and egress, parking needs, and variety of design possibilities; transfers data to sketchup software program; uses graphics for development team collaboration, negotiations, analysis, and decision making; works with team of consultants, architects, and engineers in final plan review administration of project; manages construction from ground up; assists in monitoring of contract budget allocation, final project inspections, and preparation of program documents and reports.
4	Field Support. Supports and backs-up Development Plan Reviewer field inspection duties; conducts off-site inspections and assessments to ensure compliance; conducts site assessments; evaluates property; determines development impact.
5	Counter Assistance. Provides counter support for customer inquiries related to Planning and Zoning.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”					
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.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X”				
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.				
Office	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, OCE printers and related software, scanner, copy/fax machine, telephone, camera, vehicle, architectural / engineering scales.

PROTECTIVE EQUIPMENT REQUIRED:

Safety footwear, safety vest and hard hat