



Title: Development Services Supervisor

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Deputy Director of EDS.
Exercises direct supervision over paraprofessional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent years of experience.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** None noted.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience.
- A working knowledge of engineering and inspections in a municipal or related field.
- Experience in Accela Automation, GIS Mapping and Crystal reporting or related is preferred.

JOB SUMMARY

The purpose of this position is to manage, operate and maintain the City's plan review and permitting system (Accela Automation). This includes, but is not limited to, create and update reports, system testing, provide technical assistance to users, research and analyze data and trends, supervise Development Technician staff (for Building and Site Development). Perform department analysis of business processes and recommend changes/updates including technical solutions. Assist internal and external customers with inquiries regarding project and permit fees, status, credits and general questions. Act as a technical liaison for development services, developing process guides and documents, assist and develop reports and presentations. Provide reports to outside agencies regarding permits, certificates of occupancy, performance measures, tracking development obligations and processing reimbursements. Other duties include completing special projects as assigned.



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	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Analyzes business process and provides technical solutions. Collaborates with users; recommends modifications or enhancements to systems; coordinates testing and upgrades.
3	Completes evaluations. Monitors trends and developments; updates job knowledge; evaluates current program and system effectiveness; recommends changes and upgrades; coordinates system migrations to new technologies.
4	Acts as department liaison. Collaborates with users and related departments; contributes to the development and implementation of goals and objectives; works with and monitors vendor activities; identifies and resolves technical issues.
5	Develops reports and presentations. Writes training manuals; conducts testing and training activities; prepares documents of business process and system functionality; designs reports and forms; creates analytical presentations.



City of Peoria

HUMAN RESOURCES

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	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
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, printers, scanner, copy / fax machine, and related software, telephone, calculator. Some assignments may require experience with Crystal Reporting and Accela Systems.

PROTECTIVE EQUIPMENT REQUIRED:

None required.