



COMMUNITY DEVELOPMENT COORDINATOR Classification Specification Non-Represented Professional/Supervisory

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction performs a variety of difficult and complex clerical duties and administrative tasks in support of the Planning Commission, Design Review Committee, Building & Safety Department and one or more management positions and planning activities; coordinates work with the City Clerk's Office; and perform related and peripheral duties as necessary and required.

DISTINGUISHING CHARACTERISTICS:

The **Community Development Coordinator** reports to the Building Official and/or designee. This is a Professional/Supervisory, Non-Represented Classification. This classification is distinguished from the next lower level classification of Senior Community Development Technician in that this classification is required to perform a higher level of technical and complex assignments and must be able to work independently and with less direction and supervision.

SUPERVISION RECEIVED/EXERCISED

Supervision is received from the Building Official and/or designee. Incumbents may exercise technical and functional supervision over lower level staff as assigned.

ESSENTIAL FUNCTIONS: *(The following is a typical list of duties assigned to the Community Development Coordinator. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.)*

- Demonstrates comprehensive understanding of applicable codes, ordinances, policies, procedures and work methods regarding zoning, environment, and health and safety.



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- Assists general public, developers, contractors, architects and land agents in person or via telephone with questions or inquiries about development process applications and data information on plan review and permitting.
- Handles difficult and complex customer service questions and inquiries as it pertains to permits, and building and planning applications.
- Performs basic accounting and mathematical computations including the ability to use commonly used mathematical formulas to calculate permit or related application fees.
- Works cooperatively with property owners, contractors, architects or their representatives to resolve issues about plan checking, construction inspection, permit fees and/or permit issuance.
- Performs preliminary review of plans, blueprints, and/or permit applications for building construction to ensure conformance with codes, ordinances and regulations governing construction.
- Forwards reviewed plans to Building or Plan Checking personnel as needed or required.
- Assists outside agencies, businesses, groups, or individuals seeking administrative advice or assistance about building, plans, codes, etc., resolving questions in a prompt and prudent manner.
- Researches, retrieves, and interprets data and information about building permits and plans; and prepares reports.
- Uses personal computer and data processing equipment, including microfiche and on-line permit tracking system, for storage and retrieval of records.
- Attends meetings, conferences, workshops, training sessions; reads and reviews publications and audio-visual materials to enhance professional development and to remain current on principles, practices and new developments within field.
- Responds to questions, comments and inquiries from the public in a courteous and timely manner.
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Meets and confers with various groups and individuals to coordinate programs and procedures in assigned area of responsibility; may attend and participate in meetings with elected or appointed officials to answer questions or inquiries on specific job-related topics.



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- Consults and meets with various intergovernmental, County and other community groups, organizations and/or individuals to explain City policies, implementation of programs, and to establish and maintain cooperative working relationships.
- Prepares detailed reports, procedures manuals, formal statements of policies and practices, correspondence; and may design specific forms and its utilization.
- Performs supervision of clerical and technical staff as assigned.
- Conducts and performs employee evaluations in accordance with the City's Personnel Rules and Regulations.
- Communicates, verbally and in writing, in a clear and concise manner using proper English language.
- Motivates, develops and trains staff to ensure adequately established levels of performance in a customer service-oriented work environment.
- Works within general guidelines and statements of expected results and practices within set parameters for independent decision making.
- Participates in the City's Alternate Work Schedule Program as required.
- Perform other related and peripheral duties as required and necessary for the successful performance of this job.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Community Development Coordinator. A typical way of obtaining the required qualifications is to possess the equivalent of five (5) years of progressive professional/technical experience in Community Development, Building and Safety, Planning, or closely related field, preferably with a local governmental agency, and a minimum of one (1) year supervisory experience; and possession of a High School diploma or GED; or a minimum of three (3) years of progressive professional/technical experience in Community Development, Building and Safety, Planning, or closely related field, preferably with a local governmental agency, and a minimum of one (1) year supervisory experience; and possession of an Associates degree from an accredited college with major course work in urban planning, public administration, or related field is desired.



License/Certificate:

Possession of, or ability to obtain, a valid “C” class California driver’s license.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA’s necessary to perform essential duties of the position.)*

Knowledge of:

Processes and procedures associated with various planning applications, building or public works permits; basic housing construction methods and terminology; basic symbols and conventions found in construction plans and blueprints; basic accounting procedures, mathematical computations and formulas; bookkeeping and recordkeeping practices and procedures; zoning ordinances; City organization, ordinances, rules, policies, procedures; customer service practices and customer-oriented telephone etiquette; supervision techniques and practices; standard office practices and procedures; correct English usage, including spelling, grammar and punctuation; basic data processing, use of word processing and computer equipment and software.

Skill to:

Operate personal computer and word processing and software applications, calculator, telephone, microfiche, two-way radio.

Ability to:

Interpret, explain and apply complex City and State law and regulation; read and understand blue prints and plans submitted for review (application) by the City’s planning, building, or public works; maintain accurate records; formulate sound and prudent decisions in accordance with laws, regulations, rules and policies; coordinate Division’s activity and work efforts with County agencies, community or organizational groups, private businesses, or interested parties as necessary; communicate clearly and concisely, both verbally and in writing, using proper English language; operate a personal computer and commonly used software programs; operate commonly used office machines and equipment; maintain and administer an inspection scheduling system; understand accounting rules and perform basic mathematical formulas and calculations; supervise, develop and motivate staff; work alternative work schedule in order to fulfill customer service mission as necessary.

WORKING CONDITIONS:

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and using a computer keyboard in the performance of daily duties. Additionally, the



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position requires near and far vision when reading correspondence and using a computer and acute hearing is required when providing phone service and communicating in person. The need to lift, carry, push, and pull files, reports and other materials weighing up to 40 pounds is required. The employee may occasionally be required to travel to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors.

Adopted December 2006
Working Conditions and Formatting Revised July 2008
Revised November 2020