



## City of Irving Job Description

### Development Coordinator

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<b>FLSA Status:</b>	Exempt	<b>Job Department:</b>	Inspections
<b>Job Code:</b>	N231	<b>Reports To (Job Title):</b>	Inspections Director

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#### PURPOSE

To monitor, coordinate, facilitate and troubleshoot the development review process to meet the needs of the development community and to serve as a liaison between the city and the developer, the developer's architects, engineers, and contractors through the platting, zoning, plan review, and inspection processes from the early planning stage until the final inspections of the buildings. The position is distinguished from jobs in the department of Inspections, Planning, Fire, and Public Works in that it is not involved in the plan review or approval process; instead, the position assists both the developer and the plan review staff by facilitating the progress of plans through the review and approval process and the issuance of the Certification of Occupancy by Inspections.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Facilitates communication and resolves discrepancies for City plan review and inspections staff members and the developers and designers of major commercial projects and major residential developments.
- Monitors and expedites the processing of applications, correspondence, plan drawings, and other documents through the various City departments.
- Consults with City staff in the various City departments and attend external and internal meetings to maintain a working knowledge of development design issues.
- Develops, evaluates, and identifies effective operating procedures for the interdepartmental plan review team.
- Schedules and facilitates meetings between developers and City staff.
- Visits job construction sites to help resolve discrepancies delaying the issuance of a Certificate of Occupancy.
- Prepares project status reports and construction forecasts.
- Compares new building plans/site plans with existing zoning case and plat information to ensure that the projects to be reviewed match the existing zoning and plat of the property.
- Responds to requests for information from the public, City departments, and the media regarding issues related to property development.

#### OTHER DUTIES AND RESPONSIBILITIES

- Performs related duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Does not directly supervise any employees. Provides functional and/or technical direction to one or a small group of employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

N/A

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a Bachelor's degree in Engineering, Architecture, Public Administration, Urban Planning, or related field.

### **EXPERIENCE**

- Three years of related experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license.

### **KNOWLEDGE OF**

- Building Plans: techniques and principles involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Building Inspections: building codes and construction practices and methods.
- Electrical Inspections: codes, procedures, and methods for accurate and effective electrical inspections.
- Municipal Property Code Enforcement: laws, standards, and procedures for bringing and keeping properties in compliance with City applicable property codes.
- Plumbing and Mechanical Inspections: plumbing and mechanical codes, practices, and methods.
- Bureaucratic Systems: politics, economic development, and dynamics of the intergovernmental system.
- Group Facilitation: strategies to manage the dynamics of groups.
- English Language: the structure and content of the English language, including the meaning of words and grammar.
- Basic Math: add, subtract, multiply, or divide quickly.
- Applied Math: concepts such as fractions, percentages, ratios, and proportions.
- Office Software: current word processing, presentation, spreadsheet, and database programs used by the City.
- Office Systems: administrative and clerical procedures and systems such as word-processing systems, filing and records management systems, and other office procedures and terminology.

## **SKILLS AND ABILITIES IN**

- Active Learning: working with new material or information to grasp its implications.
- Accuracy: attention to detail in dealing with numbers, words, and ideas.
- Complex Problem Solving: identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: establishing and maintaining positive working relationships with those contacted in the course of work.
- Critical Thinking: using logic and analysis to identify the strengths and weaknesses of different approaches.
- Functional Supervision: motivating, developing, and directing people as they work.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Communicate information and ideas in writing so others will understand, including completing reports according to pre-set formats: written expression.
- Effectively present information and respond to questions: interactive presentation.
- Remain composed and make sound decisions during stressful or sensitive circumstances: composure under duress.
- Read and interpret documents: reading comprehension.
- Track multiple variables by sorting, grouping, and calendaring: organizational strategies.

## **GUIDANCE RECEIVED**

### **Departmental Goals and Priorities**

Makes decisions guided by overall Departmental goals, priorities, and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude regarding methods and approaches but must obtain approval for actions that have policy, service, or cost implications

## **CONTACTS**

Architects, Engineers, contractors, consultants, City Council, Irving's Building and Standards Commission, Irving's Construction Board, Irving's Planning and Zoning Commission, residents, business owners, International Code Council, Las Colinas Assn, Dallas County Utility and Reclamation District, North Texas Council of Governments, other cities or government agencies, etc.

## **EQUIPMENT AND PROPERTY**

This position may utilize an automobile, cell phone, computers and software, copier, phone system, printers, a digital camera, and/or city-wide and department-specific software applications.

## **PHYSICAL DEMANDS**

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.\*

While performing the duties of this job, the employee constantly is required to balance, listen, and/or see. The employee frequently is required to drive a vehicle, sit, stand, talk, and/or walk. The employee occasionally is required to carry, climb, grasp, handle, feel, kneel, lift up to 25 pounds, pull, push, reach, and/or stoop. In rare instances, the employee must crawl, lift up to 50 pounds, run, and/or smell.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

Typical office environment; visiting Construction Sites; the work environment's noise level is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.