



## Town of Windermere Job Description

<b><u>JOB TITLE</u></b>	Development Services Coordinator
<b><u>DEPARTMENT</u></b>	Administrative
<b><u>PAY CLASSIFICATION</u></b>	
<b><u>GENERAL PURPOSE</u></b>	Performs a variety of land-development related functions as directed by the Town Manager
<b><u>DIRECT REPORT</u></b>	Town Manager

### **ESSENTIAL JOB FUNCTIONS**

- Manages a variety of planning projects and creates technical reports and analyses
- Presents studies, analyses, and reports to the Town Council, Development Review Board, Code Enforcement Board and other boards or agencies
- Ongoing administration, maintenance and enforcement of the Town's comprehensive plan and land development regulations in accordance with Florida law
- Reviews and processes development applications in accordance with applicable state and town ordinances, rules, and regulations
- Coordinates with state and county agencies on development and planning issues and projects
- Provides information to and meets with customers regarding building, land use, and zoning regulations and departmental processes
- Reviews all Building Permit Applications prior to approval by the Town Manager, ensuring compliance with all codes and regulations
- Keeps Building Permit logs, checks progress of construction for compliance with approved plans and requirements of the Town's zoning codes
- Inspects for Code violations and processes violations

Inspects for and remains alert to violations of state and town land use and land development regulations and assists the Town Manager in enforcement of the regulations

Attends all Code Enforcement Board Hearings, Development Review Board Meetings, and Town Council Meetings as requested

Creates, updates, and enforces new design standards for Commercial and Residential Development

Knowledge of Florida's Growth Management Laws

Perform any other duties assigned by the Town Manager

### **MINIMUM QUALIFICATIONS**

The ability to multi task and meet deadlines with little or no supervision

This position also necessitates excellent written and verbal communication skills, as well as analytical aptitude, and punctual attendance during scheduled work hours and the above required meetings (and any other meeting that the employee is requested to attend)

Strong presentation skills are required

Proficiency with MS Word, Excel and Power Point required. The ability to use ArcGIS software is preferred

### **EDUCATION/EXPERIENCE**

Bachelor's Degree in urban planning, public administration, engineering, architecture, or a similar field and 4 years of similar professional experience. In addition, a Master's Degree in a similar field to this position is preferred

Any equivalent combination of education and experience may be substituted for the minimum qualifications

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Valid Florida Driver's License

Certification from the American Institute of Certified Planners is preferred.

### **PHYSICAL REQUIREMENTS**

This position requires limited physical effort but may require the occasional lifting and/or moving up to 25lbs. Ability to sit and/or stand for extended periods of time, Visual acuity (with or without correction), manual dexterity, sufficient hearing (with or without correction) clear and precise verbal communication.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.