



Title: Development Officer

FLSA Status: Exempt

SAFETY STATUS: Non Safety Sensitive Position

BRIEF DESCRIPTION:

The purpose of this position is to advise developers, property owners and the public through the development process; perform technical reviews of development plans; to assist in the preparation of and updates to the comprehensive plan, perform special area and sector studies, research special issues and develop and comprehend new city policies; to assist code enforcement, fire marshal, and floodplain management with reviews and expertise as needed; and to prepare technical reports. This position requires knowledge and experience with the regulation of real estate development and construction processes. A working knowledge of code enforcement, floodplain management, fire code and GIS are preferred. Position is responsible for working with elected and appointed governing bodies, City departments, other public agencies, developers and the public to ensure projects meet approved quality standards established by the City. Regular and reliable attendance required. Performs other duties as assigned.

REPORTS TO:

This position reports to the Development Services Superintendent.

SUPERVISES:

NONE

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. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) 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.

#	Code	Essential Functions	% of Time
1	M	Reviews, coordinates and evaluates development plans and associated documentation. Prepares written reports and makes presentations at public meetings and boards and commissions. Provides technical support and expertise to internal and external customers, boards, commissions and committees, and makes recommendations to other city departments.	60%
2	M	Responds to requests from management, officials and the public. Performs related duties and fulfills responsibilities as required. Assists in the preparation and reproduction of publications issued by the department. Prepare recommendations regarding updates to the City's Unified Development Code and other City Codes and Ordinances.	25%



3	M	Conducts updates to the City’s Comprehensive Plan and various components of the plan. Plans, organizes and conducts neighborhood meetings. Assists code enforcement, fire marshal, and floodplain management with reviews and expertise as needed.	15%
---	---	--	-----

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor’s degree in fields of project management, construction sciences, or a closely related field with five (5) years increasingly responsible experience with regulation of development projects. Applicants with commensurate experience and certifications may also be considered
Experience	Knowledge of real estate development regulations and processes, including Federal, State and local laws. Also, must have a working knowledge of code enforcement, floodplain development, fire code, GIS and other development related areas of expertise.
Supervision	Ability to supervise, train and evaluate assigned staff preferred.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended as part of interactions. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	Receives Administrative Direction: Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance. This is typically a high level management, professional, or executive position.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.



Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. Ability to develop complex written reports and make presentations.
Certification & Other Requirements	Code Enforcement Officer Certification Preferred; Certified Floodplain Manager Preferred; Certifications or knowledge in GIS, Building Code, Fire Code, and related areas preferred.

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	Medium	X	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.	X	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.

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
--	--	--	--	--

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	making presentations, communicating with co-workers, observing work site, observing work duties
Sitting	F	desk work, meetings, driving
Walking	F	to other departments/offices/office equipment, around work site
Lifting	O	files, supplies, equipment
Carrying	O	files, supplies, equipment
Pushing/Pulling	O	file drawers, equipment, tables and chairs, hose
Reaching	O	for supplies, for files
Handling	F	paperwork
Fine Dexterity	F	computer keyboard, calculator, telephone pad
Kneeling	R	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	
Bending	R	retrieving items from lower shelves/ground, making repairs
Twisting	F	from computer to telephone, getting inside vehicle
Climbing	F	ladders, stairs, step stool
Balancing	O	on ladders, on step stool, on equipment
Vision	F	driving, observing work site, reading, computer screen
Hearing	F	communicating with co-workers and public and on telephone, listening to equipment
Talking	F	communicating with co-workers and public and on telephone



Foot Controls	F	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, copier, fax, vehicle, calculator, computer and associated hardware and software

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-------------------	--	---	------------------------	-------------------

-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	W
Extreme Temperatures	D
Noise and Vibration	M
Wetness/Humidity	D
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat and safety vest when in City right of way

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
--------------------	---	---------	--



Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.