

## **DEVELOPMENT SERVICES REPRESENTATIVE**

**PG 9**

### **GENERAL DESCRIPTION**

Highly responsible technical position concentrating in the permitting, planning, zoning, and building processes, issuing Local Business Tax Licenses, assisting the Development Services Director in overall planning and development of Green Cove Springs. This position provides staff and clerical support to the Development Services Department, the Planning & Zoning Board, Special Magistrate Hearings, and the Site Development Review Team. This position is performed under the supervision of the Department Director.

### **REPORTING RELATIONSHIPS**

Reports to: Development Services Department Director

### **ESSENTIAL POSITION FUNCTIONS**

1. Reviews and processes all planning related applications, submitted to the Development Services Department through the proper channels, assigns control or file numbers to each application, creates a file for the application.
2. Assists in the review of building permit applications and provides back up to the Building Assistant, as needed.
3. Receives telephone calls, greets daily in-house public, schedules meetings and maintains Department calendar of meetings and activities, sorts and distributes mail, and operates basic office equipment and machines. Assists in the purchasing of office supplies and equipment.
4. Prepares meeting room and attends meetings of the Development Services Department, the Site Development Review Team, the Planning & Zoning Board, and Special Magistrate Hearings.
5. Prepares public notices for mailing and advertisement for land use related issues.
6. Prepares minutes, types correspondence, prepares agendas, summaries, and other files, records and reports of the Development Services Department, the Site Development Review Team, the Planning & Zoning Board, and Special Magistrate Hearings.
7. Distributes agendas and other materials to the Planning & Zoning Board, and Special Magistrate Hearings.
8. Posts Notice of Hearing Signs, when required.

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9. Performs various administrative activities for the City Code Enforcement Officer.
10. Assists with the issuance of Local Business Tax Licenses.
11. Sends out renewals for Local Business Tax Licenses.
12. These essential job functions are not to be considered as a complete statement of all duties performed. Employees will be required to perform other job-related duties as necessary and consistent with the position.

## **MINIMUM QUALIFICATIONS**

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of general office operations, procedures, organization, files, and records.
- Ability to exercise good judgment in applying requirements, policies, and procedures.
- Ability to read maps, plans, construction drawings, surveys and other technical and graphic documents.
- Ability to use and operate office equipment, computer word-processing, spreadsheet and database programs.
- Ability to express information and ideas effectively, both in writing and orally.
- Ability to work independently with general supervision and direction.
- Ability to use Microsoft Word, Excel, and PowerPoint programs.

### **EDUCATION AND EXPERIENCE**

High school graduation or equivalent. Minimum one (1) year technical experience in public planning, zoning or development field or similar office operation or private land development or consulting firm or similar operation preferred. Any equivalent combination of training, education and experience that provides the necessary knowledge, skills and abilities may be considered for the minimum qualifications.

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

Possession of a valid Florida Driver's License and maintain compliance with the Vehicle Use Policy requirements, Section 8.15 (c) in the City's Personnel Manual.

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**ESSENTIAL PHYSICAL SKILLS**

- Good vision (with or without correction)
- Good hearing (with or without correction)
- Ability to lift and/or move up to 25 pounds.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to access, input, and retrieve information from a personal computer.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to communicate orally.
- Driving
- Walking
- Bending

**WORK ENVIRONMENT/CONDITIONS**

- Works inside and outside under various weather conditions.


**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Approval:   
Human Resources

Approval:   
City Manager

Council Approval Date: 9-30-16

