

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Development Services Coordinator	Job Family: 3
General Classification: Professional	Job Grade: 33

Definition: To supervise, plan, organize, coordinate and participate in the work of the Development Services Center, which includes customer service for all building and planning-related development projects, the proper process of building permit applications, collection of fees, providing coordination with plans check and building inspection staff and internal City departments and divisions; interacting with contractors, property owners and designers to ensure the compliance with technical codes, applicable laws, State regulations, City ordinances and building standards; assist the Chief Building Official in assigned administrative tasks within the division.

Distinguishing Characteristics: The Development Services Coordinator is responsible for the daily operation and workflow coordination of the Development Services Center and provides administrative support to the Chief Building Official. The Development Services Coordinator classification is distinguished from the next higher class of Chief Building Official in that the latter has overall administrative responsibility for the Building Division. Direction is provided by the Chief Building Official. Exercises supervision over permitting and other assigned staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Supervise and coordinate the technical and administrative aspects of the plan review and permit application process within the Building Division.
2. Coordinate customer service activities and monitor workflow in the Development Services Center.
3. Supervise, review, evaluate and train employees engaged in building permit processing; make work assignments; review work products; review and make recommendations regarding employee performance.
4. Act as the main point of contact for the Development Services Center as it relates to customer service, processes and procedures; interpret and apply code compliance regulations and related policies, procedures, rules and regulations; provide information and assistance to the public and staff regarding complex issues.
5. Respond to engineers, contractors, architects and the public on matters related to code requirements, permit issues and complaints.
6. Coordinate the Development Services Center activities and represent the division with other departments, vendors, community groups, boards and commissions.

Position Title: Development Services Coordinator

Page 2

7. Coordinate and oversee consultants engaged in plan check activities to ensure the timeliness of and the quality of their work.
8. Assist the Chief Building Official in preparing and monitoring the annual budget for the division.
9. Participate on committees for special City and department projects as directed.
10. Prepare or assist in the preparation of Council and special reports; prepare a variety of reports on division activities.
11. Maintain databases, files and records relating to permit and inspection activities.
12. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Applicable City, State and Federal codes and ordinances relating to building and construction standards and requirements; project and workload planning techniques; problem solving and conflict resolution practices and techniques; principles and practices of supervision; technical report writing; budgeting; report writing.

Ability to: Plan, organize, direct and participate in the activities of the Development Services Center; interpret and apply policies, procedures, rules and regulations governing code compliance and construction; read and interpret building plans; coordinate the flow of assigned work and follow through in a timely manner; maintain records, prepare and present clear and concise written and oral reports; participate in the development of long- and short-term goals for the division; identify, analyze and resolve administrative problems and implement operational change; establish and maintain effective working relationships with developers, contractors, architects, engineers, the public and City staff.

Experience and Training Guidelines: A combination of experience, education and training that will satisfy the required minimum qualifications, knowledge and abilities.

Three years of experience in planning, zoning, plan check or building inspection work; equivalent to the completion of an Associate of Arts Degree.

Position Title: Development Services Coordinator

Page 3

Required Licenses or Certificates: Possession of a valid California Class C driver's license; possession of a valid ICC certification as a building inspector or building or residential plans examiner or certified building official.

Established October 2011

Revised

CLASS SPECS

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