



## CITY OF BUNNELL

<b>Job Title:</b>	Coordinator	<b>Job Category:</b>	Administrative
<b>Department/Group:</b>	Community Development	<b>Job Code/ Req#:</b>	
<b>Location:</b>		<b>Travel Required:</b>	
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full Time
<b>HR Contact:</b>		<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> BunnellHR@bunnellcity.us Fax: 386-437-7503 <b>Attention:</b> HR Department		<b>Mail:</b> Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
<b>Job Description</b>			
<p>Under direction, the purpose of the position is to review, process and approve land development plans, plats and permit applications, enforcing compliance with established City, State and Federal codes. Employee is responsible for a broad range of technical, highly skilled administrative/clerical work in relation to The City's Comprehensive Plan and land development and zoning processes throughout the City. Performs other essential duties in support of departmental objectives and the Land Development Code to ensure the safety, health and general welfare of the general public and business community.</p> <p><b>Essential Functions:</b></p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.</p> <ul style="list-style-type: none"> <li>• Receives and processes commercial site plan and subdivision development project requests, through friendly, professional customer service skills, ascertains the needs of the customer and provides appropriate assistance and information.</li> <li>• Reviews and evaluates site plan and subdivision plans to ensure compliance with all applicable Land Development codes and regulations, e.g., zoning, parking, signage, variances.</li> <li>• Prepares Development Orders for approved projects with stamped approved plans.</li> <li>• Reviews, processes and maintains records for variances, rezoning and special exceptions.</li> <li>• Reviews and approves various commercial permits.</li> <li>• Collaborates with customers to issue the appropriate documentation with compliance to established Comprehensive Plan, land development codes and regulations.</li> <li>• Collects, organizes, and maintains Subdivision and Address Record Information database.</li> <li>• Interprets and explains a wide variety of City, State and Federal Land Development policies,</li> </ul>			



procedures and requirements

- Technical review of Business Tax applications that require a site plan review.
- Performs technical data entry tasks, and issues the appropriate documentation with compliance to established Comprehensive Plan, Land Development codes and regulations. Prepares and reviews various legal documents.
- Performs both routine and non-routine administrative duties, as dictated by the nature of the task, e.g., data entry, records maintenance, filing, basic calculations, reports.
- Performs research, studies, creates tracking systems and form design as needed.
- Prepares ordinances, maps, and staff reports for the Planning Board and City Commission.
- Presents agenda items to Planning Board.
- Manages the monthly Planning Board meeting.
- Receives telephone inquiries from the general public and business community, ascertains the nature of the call, and resolves personally or directs it to the appropriate individual or department.
- May perform a variety of office related functions, including preparing development orders, correspondence, presentation materials, printing materials, answering phones and responding to inquiries from contractors, developers, property owners, staff, and the general public.
- Performs related duties as directed.

**Training Requirements:**

High School Diploma or GED, Associates degree preferred, experience with a demonstrated ability to learn general technical and engineering information; or an equivalent combination of education, training, and experience.

**Licenses, Certification Requirements:**

Must possess and maintain a valid Florida Driver's License.

**Knowledge, Skills & Abilities:**

- Ability to understand and follow written and oral instructions.
- Ability to perform routine and technical administrative support functions, e.g., bookkeeping, data entry, typing, reports processing.
- Ability to prepare and present agenda items to City Boards.
- Ability to compose routine and technical correspondence, summaries and reports in a clear and concise manner.
- Ability to read, update and maintain various records and files.
- Ability to perform routine mathematical computations and tabulations accurately and efficiently.
- Ability to access, operate and maintain various software applications.
- Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to establish and maintain effective working relations with departmental personnel, Inspectors, and the general public.
- Knowledge of the principles and techniques of customer service skills.
- Ability to establish and maintain effective working relationships with departmental personnel,



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management, contractors, consultants and the general public.

**Physical Requirements:**

- While performing the essential functions of this job the employee is required to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (20 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:	Mick Cuthbertson	Date/Time:	1/4/16 10:50