



1200 East Broad Street, 2nd Floor Human Resources
Mansfield, Texas 76063
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JOB CLASSIFICATION: Development Coordinator
DEPARTMENT: Planning and Development Services

SALARY: \$46,000-\$55,000 DOQ
Full-time / Non-Exempt

JOB DESCRIPTION:

Under general direction of the Director of Planning, provide support to professional planning staff through research, receiving, processing and reviewing development applications and researching property records relating to the permitting and development process, preparation of development cases and exhibits, gather data, review permits and assist the public with planning and development information and application processes. Position is highly visible involving constant contact with the general public. Contact may deal with sensitive and confidential issues or matters that are the subject of conflict and/or disagreement thus requiring considerable judgment and tactfulness.

EXAMPLES OF WORK TO BE PERFORMED:

- Perform a variety of technical tasks including reviewing concept plans, development plans, plats and other development submittal documents and preparing staff reports.
- Assist the general public, developers, contractors, engineers, and realtors with submitting development and planning applications; and answer questions regarding property development and zoning restrictions.
- Assist in researching, organizing and analyzing data for ordinance amendments; prepare correspondence and presentations, as assigned; and review, evaluate and prepare written reports and studies.
- Creates and maintains project case files; reviews development applications and prepares comments for the development review process.
- Create graphs, charts, maps, plans and other graphic exhibits; and photograph sites and surrounding properties.
- Prepare public hearing notices and determine individuals to be notified.
- Maintain and update records and files.
- Review building permits to ensure compliance with zoning regulations.
- Attend some evening meetings and take meeting minutes.
- Perform other duties, as assigned.

OTHER DUTIES:

Please note this job description is not designed to cover or contact a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Ability to read and write technical documents and official correspondence.
- Ability to read construction and architectural plans and use engineering and architectural scale rulers.
- Knowledge of planning terminology and land use designations; methods and techniques of problem solving; and information sources and research techniques in the field of municipal planning.
- Ability to interpret development maps (zoning, land use, thoroughfare) and subdivision plats.
- Displays excellent communication skills and the ability to interact with citizens, developers, engineers, surveyors, and realtors regarding planning and development activities.
- Demonstrates good judgment in dispute resolution, problem solving and giving direction or instruction.
- Demonstrates understanding of land use law and planning practices.
- Ability to manage multiple projects, including excellent organization skills in creating, managing and duplicating multiple documents as necessary for public presentation, including agenda packets.
- Demonstrates excellent computer skills utilizing a variety of software to include word processing, spreadsheet, email, presentation, and GIS software programs.
- Demonstrate willingness and competency sufficient to assist supervisors with administrative tasks and reduce administrative work load and maintain effective working relationships with those contacted during the course of work.
- Perform any other duties assigned.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

- Education equivalent to an Associate's degree from an accredited college or university with major coursework in planning, landscape architecture, architecture, civil engineering or related field.
- Minimum of two (2) years of progressively responsible experience in working with zoning or site plan processes including land development, zoning administration and implementation of planning and zoning regulations, or related field.
- Any equivalent combination of education and progressively responsible experience may substitute for required experience and education.
- Must possess valid Texas Driver's License and have a safe driving record.

DESIRED TRAINING AND EXPERIENCE:

- Bachelor's degree in a planning, landscape architecture, architecture, civil engineering or related field.
- American Institute of Certified Planners (AICP).

ESSENTIAL PHYSICAL FUNCTIONS:

1. The physical activity of this position

- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

2. The physical requirements of this position

- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

3. The visual acuity requirements including color, depth perception, and field vision.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

4. The conditions the worker will be subject to in this position

- None. The worker is not substantially exposed to adverse environmental conditions.

AMERICANS WITH DISABILITIES

The City of Mansfield complies with the Americans with Disabilities Act of 1990 and it is our policy to ensure that no person is discriminated against based on their disability. The City of Mansfield offers equal employment opportunity to qualified individuals and strictly prohibits the discrimination against qualified individuals on the basis of disability. The City of Mansfield shall provide reasonable accommodations to applicants and employees who are otherwise qualified to perform the essential job duties when doing so does not create an undue hardship for the city.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The City of Mansfield provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. The City of Mansfield is mandated by federal law to provide a drug-free working environment for the safety of its employees and the public. All employment is contingent upon passing a post-offer employment drug test and /or physical.