

CITY OF LONGWOOD



Job Posting

Post: [] Internal Only [XX] Internal & External

Apply: Longwood City Hall

175 W. Warren Avenue

Longwood, FL 32750

407-260-3481

Website: www.longwoodfl.org

Community Development Coordinator (Planning)

Posting # 10-21

STARTING SALARY:	\$13.9423 hourly / \$29,000 annually
BARGAINING UNIT:	None
POSITION STATUS:	Exempt
LICENSE:	Must possess and be able to maintain valid Florida Driver's License.
EDUCATION:	Associates Degree in Business Administration, Office Management or Similar. Bachelors Degree Preferred.
SPECIAL CERTIFICATION:	None
TESTING:	None
EXPERIENCE REQUIRED:	At least five years progressively more responsible office administration experience preferably in the planning or land development field. (A Bachelors Degree in Business Administration, Planning or comparable may be substituted for four of the five years of experience): proficiency in Microsoft Applications (Also GIS, PowerPoint and Photoshop preferred)
CLOSING DATE:	Position is open until filled.

POSITION SUMMARY: This is a professional, technical and administrative position with a wide range of duties to ensure the efficient and effective delivery of customer services in a busy Urban Planning Office. This position acts as key administrative assistant to the Director and is the first line of contact with the public.

Notice: Preference shall be given to eligible current city employees. All vacancies are open until filled unless otherwise specified. The City of Longwood is an Equal Opportunity Employer. Women, minorities, veterans, and disabled persons are encouraged to apply. Please contact the Human Resources Department if you have any questions. Drug and Smoke-Free Workplace.

Distribution Date: June 21, 2010

CITY OF LONGWOOD CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: Community Development Coordinator (Planning)

PRIMARY FUNCTIONS

The position performs a variety of duties as needed, including but not limited to application intake and review, customer service, scheduling, research and analysis, file management and acts as recording secretary for citizen boards. The chosen applicant will be proficient in Microsoft Applications, (Adobe Acrobat and PowerPoint preferred), have great customer service skills, able to prepare letters and reports and to operate a wide variety of office equipment.

SOURCE OF SUPERVISION

Work is performed under the direction of the Community Development Director.

SUPERVISION OF OTHERS

None

ESSENTIAL FUNCTIONS

The following duties are normal for this position:

- Greet and assist customers at the counter/via phone.
- Coordinates and interacts with other departments and agencies regarding development concerns.
- Intake and review (for completeness) Planning Division applications.
- Maintains and updates development application packages to improve efficiencies and as needed.
- Review and approve paint applications, temporary use permit applications, arbor permit and fence applications.
- Coordinate meeting schedules.
- Preparation for Land Planning Agency/Board of Adjustments meetings as recording secretary and create minutes for each meeting.
- Perform technical and specialized, office work requiring the use of independent judgment.
- Interpreting and implementing policies, procedures and computer applications related to the department.
- Able to identify office administrative and procedural problems and work with the Director to resolve.
- Perform basic research and prepare reports and recommendations.
- Preparation of graphics and visual displays for public presentations.
- Organize own work, coordinate projects, set priorities, meet deadlines and follow up on assignments.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Update databases; organize files and records, draft and proof correspondence, reports, presentations and other documents.
- Create digitally scanned records for Community Development file retention and the removal of information currently stored in Iron Mountain.
- Provide assistance for coverage when needed in the building department, including assisting with customer service and issuing building department permits.
- Be able to meet multiple deadlines with little or no supervision.

DESIRED QUALIFICATIONS

Associates Degree in Business Administration or comparable and five years related experience (A Bachelors Degree in Business Administration, Planning or comparable may be substituted for four of the five years of experience); proficiency in Microsoft Applications.

PHYSICAL ENVIRONMENT

Physical Ability: Tasks require the ability to exert physical effort in sedentary to light work, but which will involve some lifting, carrying, pushing and/or pulling of objects and materials of light to medium weight (15-45 pounds). Task involve sitting for extended periods of time at a keyboard, ability to move back and forth between work station and file retention areas and can involve some field work to post properties, assess site conditions and determine land uses.

Sensory Requirements: Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for use of measuring devices,

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Longwood is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.