



Office of Human Resources  
Development Project Administrator Associate - CE2160

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### General Statement of Duties

Performs intermediate-level professional level work assisting customers with the review of development projects, rezoning, or amendment requests including explaining the overall requirements, offering advice, and guiding customers through the various processes.

### Distinguishing Characteristics

The Development Project Administrator is a two (2) level classification series. Incumbents in these classes are responsible for planning and advising on the review of development projects including permitting issues and reviewing plans and specifications for conformance to applicable codes, rules, and regulations with increasing responsibility and decision making at each level within the series:

- Development Project Administrator Associate
- Development Project Administrator Senior

These classes are distinguished from the City Planning and Airport Planning class series by the specialization of education and experience required for each series.

### Essential Duties

Customers and ensuring plans and applications conform to applicable codes, rules, and regulations, the comprehensive plan, and other specialized city plans.

Establishes a team of city personnel to review a customer's project or request, determines which permits, licenses, approvals, standards, guidelines, ordinances, rules, and regulations a customer needs to obtain for a project or request to move forward, and coordinates the approval process with various city agencies, boards, and commissions, or other governmental entities.

Coordinates the review process, rezoning, or amendment process of project team members, reviews each team member's comments to determine consistencies and address potential problems, issues, and concerns, and resolves conflicts.

Serves as a consultant to other city agencies and boards on complex zoning issues and explains the zoning code and rules and regulations to the public.

Utilizes a city-wide network project database that records all contacts, decisions, permits, and other pertinent information related to projects.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Knowledge of the principles and tools relevant to land use planning, development, regulations, and permitting.

### **Level of Supervision Exercised**

None

### **Education Requirement**

Bachelor's Degree in City or Regional Planning, Architecture, Landscape Architecture, Construction Management, Public Administration, Business, or a related field.

### **Experience Requirement**

Three (3) years of professional experience reviewing development projects, rezoning, or amendment requests.

### **Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Subject to many interruptions.

Subject to pressure from multiple calls and inquiries.

Subject to long irregular hours.

### **Level of Physical Demand**

1-Sedentary (0-10 lbs.)

### **Physical Demands**

(Physical Demands are a general guide, and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.

Depth Perception: Ability to judge distances and space relationships.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

### Background Check Requirement

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** E-812

**FLSA Code:** Y

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**