



CLASSIFICATION NO. 391

Established: 9/05

Updated: 9/23

FLSA: Exempt

EEO: 2

DEVELOPMENT REVIEW COORDINATOR

CLASS CHARACTERISTICS

Under direction, to plan, coordinate, review and implement complex development review projects from inception to completion;; to facilitate developer, consultant, and/or engineer interactions with staff;; to coordinate transitions from land use decisions to permitting with the developer, consultant, and/or engineer; to be the subject matter expert in Development Engineering and have a thorough understanding of the development process to provide collaboration between programs for complex development review projects; to lead the work of Engineering Technicians; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Development Review Coordinator is responsible for the coordination and oversight of the most complex residential, commercial, and industrial development projects. This position provides expert-level knowledge of Development Engineering and coordinates developer, consultant, and/or engineer interactions with other County programs during development review and permitting. They will also assist with the coordination of interactions with external agencies when necessary.

The Development Review Coordinator differs from the Planner, Principal which performs the most complex research, analysis, evaluations, and presentations of proposals that concern the physical, environmental, and economic conditions within a functional unit or major project within the Planning Program The Development Review Coordinator also differs from the Planner, Senior which performs complex research, analysis, evaluations, and presentations of proposals that concern the physical, environmental, and economic conditions and is a team lead for specific planning projects. In addition to performing Engineering Technician 4 duties, the Development Review Coordinator will also facilitate developer, consultant, and/or engineer interactions with staff, coordinating transitions from land use decision to permitting with the developer, consultant, and/or engineer, as well as being the subject matter expert for Development Engineering, and having a thorough understanding of the development process to provide collaboration between programs for complex development review projects.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Coordinates with Planning to facilitate the most complex and sensitive development projects through the land use review and oversees permitting processes; coordinates developers expectations for project timeline with County policies and procedures; explains conditions of approval; works with staff to keep the development review process on schedule; anticipates problems and works to a solution with customers and staff; communicates priorities and goals of both the developer and the reviewer; is the main point of contact for the developer's

project manager during development plan review and permitting; attends public meetings to discuss project development issues; convenes meetings as necessary to solve problems and ensures timely progress of projects.

2. Coordinates with Planning to define the scope of the project ensuring consistency with County plans and requirements by meeting with individuals proposing developments; advises on engineering considerations and alternatives, restraints and opportunities, precedents, laws and process considerations; reviews submittals and provides pre-application and land use comments.
3. As assigned, may oversee or administer special service districts and assessment districts related to road and utility improvement or wastewater collection and treatment; may coordinate the requirements of these services with the needs of new development as appropriate, and/or oversee the administration of the Local Improvement District program.
4. Coordinates development projects with other County programs service districts, and other jurisdictions; keeps affected parties informed on major project applications; assists with coordination efforts for the Development Review process improvements inter and intra departmentally (including the County Surveyor's Office) by working with staff, programs managers and department directors.
5. Performs development plan reviews ensuring compliance with the land-use decision, County Code, the Zoning and Development Ordinance, and engineering standards. Coordinates with the Planning program on technical aspects of the Zoning and Development Ordinance.
6. Assists field staff with construction issues, project determinations, on-site meetings, and coordination meetings with the developer, consultant, contractor, other agencies, and county staff.
7. Oversee and administer the Bond-Call Program to ensure contractors fully complete projects and scope of work before final permits are issued; pursues deficiencies; calls the bond; works with County Counsel and Bond Agencies; escalates issues as needed.
8. May occasionally testify at land use hearings; present materials; review and interpret legal standards, rule changes, and new regulations affecting land decisions regarding specific application decisions.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of: Principles and practices of public administration as it applies to transportation and development review needs and services; strategic planning and project management. Principles and practices of engineering as related to transportation, roadway standards, and storm water systems; preparation of plans, specifications and design; County policies and procedures related to DTD (including planning, land use, engineering, building codes, right-of-way and sustainability and solid waste), WES, and the Surveyor's Office standards for development; concepts of service district development and administration; general financial procedures, technical report writing; microcomputer applications including word processing, spreadsheets, and data bases; plans, codes, standards, ordinances, and related laws pertaining to design, development, and construction; English grammar and composition; principles and techniques of public speaking.

Skill to: Communicate effectively, both orally and in writing; evaluate design and development plans for assessment and service district potential; read, interpret, and review engineering drawings, maps, plans, specifications, and legal documents; write clear and concise technical reports and correspondence; collect and analyze data and make sound recommendations based on principles and practices of engineering; establish and maintain effective working relations with government officials, associations, public interest and community groups, business leaders, other utilities, contractors, developers, the public and other county personnel; provide a high level of customer service; develop and make presentations

WORKING CONDITIONS

Incumbents will primarily work in the office in front of a computer for long periods of time; will have significant interactions with internal and external stakeholders, and will occasionally require walking, twisting, balancing, and involve exposure to inclement weather, noise, and slippery and/or uneven terrain in the field.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license and possess and maintain an acceptable driving record throughout the course of employment.