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## **DEVELOPMENT SERVICES COORDINATOR**

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Department: Administration      FLSA Status: Non-Exempt      Pay Grade: 7  
Reports To: City Administrator  
Approved Date: 9-27-2022

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### **GENERAL STATEMENT OF THE POSITION**

The Development Services Coordinator is responsible for providing management and coordination relating to building permits, permitting procedures, and has expertise specific to the City of Sunset Valley Land Development Code. Key responsibilities include overseeing projects and activities; coordinating with third-party engineers and reviewers for necessary plan reviews; interpreting building and zoning codes to developers and residents; outreach and engagement; speaking as a city representative before boards, commissions, and stakeholder groups; and coordination with applicants, elected officials, city management, city staff, and a variety of other stakeholder groups to address community questions and concerns. This position will be responsible for initiating, and leading department-wide process improvements based on the feedback received. This position will also manage other special projects as assigned by the City Administrator.

### **Specific Duties and Responsibilities**

#### **Essential Functions and Other Important Duties**

- Acts as a city contact with the development community and city staff on development plan issues to accurately disseminate, coordinate, review and provide information with respect to the appropriate city development requirements
- Working knowledge of the City of Sunset Valley development process, including the Land Development Code and International Building Codes

- Coordinates departmental site plan review of commercial, residential and City projects. Performs minor plan review and verify applications are administratively complete
- Reviews and accepts development permit applications via MyPermitNow, and coordinates with appropriate city staff and third-party reviewers
- Responds to customer questions regarding development and addresses issues and complaints
- Develops the department budget and manages financials for planning, permitting, building, and legal fees in relation to development services
- Maintains the processes and procedures manual and standard operating procedures for the Development Services department and provides recommendations related to the development process and customer satisfaction
- Assists in the response to building and development related Public Information Requests in accordance with the Texas Public Information Act
- Serves as the primary liaison for the Zoning Commission and Board of Adjustment; provides administrative support to both, and provides administrative support to the City Administrator in receiving and processing applications for zoning changes, variance requests and other land use applications
- Attends and records minutes for the Zoning Commission and Board of Adjustment meetings
- Maintains planning, zoning, and other relevant records; maintains Special Use Permits and Temporary Special Use Permits and facilitates new applications
- Conveys and presents complex and technical information to elected officials, boards and commissions, stakeholder groups, city executives and staff
- Records and reports on status of cases and development applications
- Visits job sites as required and assists in the identification of code violations
- Assists in special planning projects and performs other duties as assigned

## **Competencies**

- Knowledge of modern principles, practices and methods of building construction and maintenance
- Knowledge of city practices, policies, and procedures
- Excellent written and verbal communication skills and in handling sensitive verbal interactions with internal and external stakeholders
- Ability to develop and maintain relationships with both internal and external stakeholders
- Knowledge of business and project management principles and strategic planning
- Time management skills and the ability to prioritize complex tasks
- Fiscal planning and budget preparation
- Excellent customer service skills
- Strong analytical and problem-solving skills
- Knowledge of Federal, State and Local laws
- Skill in computers and related software

## **Education & Experience**

- Bachelor's degree from an accredited four-year college or university in urban planning, business, public administration, or related field. Equivalent combinations of education and experience will be considered
- Four (4) years' experience in development services or closely related field which may include internships
- Knowledge and familiarity with MyPermitNow software preferred

## **Conditions of Employment**

- Valid Texas Driver's License