



Development Review Services Specialist

Category: Classified
Pay Grade: C17
Job Code: 10190

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs administrative semi-technical work in examining, processing, and issuing all forms of permits, zoning clearances, development plans, and applications for re-zoning, land use, conditional use, and Board of Adjustment Hearings; performs a full range of office services, beginning to end, on all but very unusually complex building and zoning cases; serves as a resource to co-workers, as well as assist them on more difficult tasks and assignments; maintains continuous public contact interpreting and explaining zoning and land use regulations, assisting applicants, and issuing clearances for compliance with zoning standards and Concurrency Management Legislation.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Performs the entire office's full range and various phases associated with both routine and non-routine technical permit reviews and internal office coordination ensuring that effective and timely action is taken to be responsive and helpful to customer requests dealing with building permits, zoning clearances, and zoning determinations;
- Reviews requests for permits and zoning clearances, determines use, calculates density, setbacks, open area, and height of proposed structures per the applicable codes, calculates transportation impact and fire district fees, and ensures compliance with zoning, land use, and Concurrency Management;
- Performs data processing related duties including using available statistical packages or programs, encoding data, data entry, and retrieval and programming/re-programming;
- Reviews complaints regarding possible violations of the zoning code;
- Maintains coverage for the customer service permits area to assure appropriate staffing is available at all times for customer service needs;
- Assists with applications for site plan submittal and does routine walk thru submittals;
- Reviews and accepts routine applications for zoning changes, land use amendments, conditional use, and Board of Adjustment Hearings, also takes payment for routine submittals for public hearing cases and site plan reviews after assuring submittals are complete, and refers more complicated cases and walk thru review to the lead technician;
- Assists professional staff with application submittals for zoning changes, land use amendments, conditional use requests, and Board of Adjustment case requests;
- Researches information and writes draft certifications of zoning and land use letters for signature of the director, manager, or supervisor;
- Calculates permit fees, processes payment transactions, and reconciles funds;
- Retrieves phone messages and returns calls for building, zoning, and land use questions;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of experience in public contact assignments directly related to processing highly technical zoning, building, and construction permit approval; or two (2) years of college or vocational training with coursework in business, public administration, management, engineering, planning, or a related field and two (2) years of experience in public contact assignments directly related to processing highly technical zoning, building, and construction permit approval; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the County's building, electrical, plumbing, mechanical, habitat management, and landscape regulations or water and navigation codes and regulations, depending on area of assignment;
- Knowledge of Business English, arithmetic, and spelling;
- Ability to rapidly acquire knowledge of the County zoning regulations, ordinances, and procedures;
- Ability to read and interpret construction drawings, blueprints, maps, planimetric maps, aerial photos, surveys, height details, sign details, legal documents, legal descriptions, and diagrams;
- Ability to identify deviations from code and department policy requirements;
- Ability to maintain clear and accurate records and to make difficult arithmetical computations accurately;
- Ability to read and interpret building and development plans, specifications, and legal documents and to identify deviations from requirements;
- Ability to express ideas clearly and concisely, orally and in writing;
- Ability to meet and work with the general public and to explain regulations clearly;
- Ability to make field inspections and to determine facts through investigation.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **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.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position to position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.

- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- 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.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.