



Development Project Manager 1

Category: Classified
Pay Grade: C27
Job Code: 10241

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 professional project management work ensuring success in the facilitation, review, coordination and tracking of a wide variety of projects within Development Services; engages in independent communication with representatives at all levels of the County organization from line level staff to administration, external organizations and agencies, customers, and the community; exhibits independent judgement and decision-making when facilitating issue resolution with department staff and customers. A Development Project Manager 1 is distinguished from other levels within the series primarily based on the complexity and sensitivity of the projects assigned; typical projects are of a short duration and include single-family residences, tenant improvements, room additions, signs, and general building permits. Incumbent reports to Development Project Manager 3.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Processes simple submittal-based projects (typical residential or commercial additions or tenant finishes) from early assistance through closeout;
- Organizes and facilitates the functions of Multi-Disciplinary-Teams (MDTs);
- Coordinates the input of technical review agencies and the public, and meets with customers and staff of various County departments and agencies to assure that issues are resolved, an efficient process is followed, and the projects are reviewed within agreed upon timelines;
- Responsible for coordinating projects from pre-application assistance to project close-out, including projects that typically continue if/when a discretionary approval process is required;
- Facilitates team decision making during the issue resolution process in order to ensure timely resolution of issues, escalates decisions to higher authority if a policy decision is required;
- Responsible for maintaining customer service and performance standards;
- Responsible for scheduling and chairing all project meetings or counter interactions, requesting assignment of appropriate MDT members, and assuring that the appropriate levels and functions of staff are present at project meetings to make decisions;
- Coordinates the MDT activities to assure quality and effectiveness of the team;
- Responsible for getting projects through to a decision point including working with the customer and MDT to achieve solutions to project issues;
- Assures that active project files are maintained and assures preparation and processing of project-related legal documents. Assures adequate noticing for projects occurs and appropriate sign-off prior to permit issuance. Coordinates revisions to approvals if construction or design changes occur;
- Assures that project close-out activities are completed in a timely manner;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Three (3) years of technical and professional level experience in review and/or application of compliance with applicable codes and regulations for residential or commercial projects and a Bachelor's degree with educational background in geography, urban and regional land use, project management, engineering, architecture, organization, and development related principles; or 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 endorsements, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills and Abilities:

- Knowledge of principles of planning, public administration, and related disciplines;
- Knowledge and experience in MS Office and related software;
- Knowledge and experience with Accela
- Skills and abilities in setting, evaluating, and maintaining goals and performance standards, organization of complex projects, running effective meetings and critical path project management;
- Ability to operate standard office equipment including a computer.
- Ability to read complex land development and construction plans;
- Ability to interact with customers, the general public, staff and other professionals in an effective and courteous manner, specifically for obtaining consensus in the solution of complex problems.
- Ability to maintain a high level of organizational and interpersonal skills;
- Ability to communicate effectively both orally and in writing;
- Ability to work both independently and with diverse public and private interests;
- Ability to perform the essential functions of the job.

PHYSICAL/MENTAL DEMANDS

This work 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.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **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.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **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.

- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **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.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **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 primarily in an office environment. Considerable out of office meetings and some field work is required.