

**CITY OF BLACK HAWK**  
**2024 Job Description**

<b>JOB TITLE:</b>	<b>Development Services Coordinator</b>	<b>DEPARTMENT:</b>	<b>Community Planning &amp; Development</b>
<b>REPORTS TO:</b>	<b>CP&amp;D Director</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE:</b>	<b>\$43.6065 - \$61.0491 / HR</b>		

## **SUMMARY**

The position is an integral part of the administrative team representing the Community Planning and Development Department. The Individual will work closely with the Community Planning and Development Director and may assume an acting role in their absence. The Individual trains to perform a wide range of complex, responsible, and confidential duties associated with the divisions of administration, building, conveyance, historic preservation, and planning/zoning. The Individual shall possess a mastery of office skills, exercise initiative and judgment, make decisions within the scope of assigned authority, and provide general information and assistance to the public.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Building:**

- Assist in the overall administration and daily operations of the Community Planning and Development department.
- Acts as the system administrator and is responsible for the upkeep, configuration, and reliable operation of the CommunityCore electronic permitting software.
- Perform administrative functions in support of building permit process; oversee the timely application approval process; application submittal, plan review, permit issuance, fee assessment, payment processing, and collection.
- Perform cursory review on all permit submittals to ensure the applicant provides essential information before accepting the application.
- Create and run reports from the electronic permitting system; ensure functional integration with other City departments.
- Answer code-related questions from builders and the general public. Respond to inquiries and complaints.
- Independently learn, interpret, and apply codes, laws, and guidelines pertinent to City and departmental policies, procedures, and regulations.
- Recommend, develop, and implement the department's goals, objectives, policies, and procedures. Create, update, and maintain information and pamphlets provided to the public at the front counter and online.
- Act as Development Review Committee Chair and all duties assigned.
- Monitor and update the address system for both new and existing buildings and properties.
- Assist in preparing and administering the Exterior Paint, Residential Rehabilitation, and Residential Recreational Storage programs. Become familiar with the governing documents and guidelines; understand the individual components of the program, and ensure program parameters and objectives are consistently applied and achieved.
- Recommend and prepare changes in codes and regulations.

- Provide enforcement, interpretation, and administration within the scope of the International Codes.
- Consult with the Contracted Building Official and Inspectors to provide enforcement, interpretation, and administration within the scope of the International Codes to improve customer service.
- Participate in periodic on-site inspections (commercial and residential) to independently perform commercial/residential inspections; as required.

### **Conveyance:**

- Overall administration and daily operations of the conveyance program.
- Perform administrative functions supporting the conveyance permit process; oversee the timely application approval process; application submittal, plan review, permit issuance, fee assessment, payment processing, and collection.
- Perform cursory review on all permit submittals to ensure the applicant provides essential information before accepting the application.
- Coordinate the work and services of the Conveyance program as outlined by the Colorado Department of Labor and Employment Division of Oil and Public Safety; maintain compliance within Federal, State, and local standards, principles, law, legislation, and as adopted by City Council; become familiar with the governing documents.
- Manage standard paperwork for Annual CO, Temporary CO, Construction CO, Removed from Service, or Dormant.
- Maintain accurate hard and electronic files and the spreadsheet required by the State of Colorado.
- Update the Standard Operating Procedure as needed and distribute it to Conveyance owners as appropriate.

### **Historic Preservation:**

- Serve as the Secretary supporting the Historic Preservation Commission.
- Interact with the Director of the Colorado State Office of Archaeology and Historic Preservation consultant and assist in administrating the Certified Local Government program.
- Attend all regular or special meetings, hearings, and study sessions.
- Prepare the agenda and packet for all meetings.
- Distribute the agenda with attachments, staff reports, meeting minutes to each Commission member and additional recipients no later than the Friday preceding each regular meeting.
- Take and prepare meeting minutes, showing each vote's outcome upon every question, and administer oaths to people who testify during public hearings.
- Post all agendas and fully executed meeting minutes on the Historic Preservation Commission webpage.
- Coordinate and oversee the Certified Local Government annual report, landmark designation applications, Commission member training sessions, terms of office, compensation, and other duties as the Historic Preservation Commission assigned.
- Oversee the annual election of the Chairperson and Vice-Chairperson at the first meeting of any calendar year or at a date determined by the Commission.
- Custodian of the Commission's records, and official correspondence, send out all notices, compile documents and maintain the electronic files.
- Maintain and update the Historic Preservation Commission webpage.

### **Planning/Zoning:**

- Monitor the application approval process; application submittal, plan review, issuance of the permit, fee assessment, payment processing, and collection.
- Coordinate with outside agencies to complete council action form and staff report; request resolution from City Attorney, confirm public notice publication and posting, ensure outside agencies notify the applicant of Council actions.

- Meet regularly with the Planning Consultants to review the progress and status of projects.
- Attend all Development progress meetings.
- Act as the City's Floodplain reviewer under the direction of the City's Floodplain Administrator for compliance with Federal, State legislation and the administrative practices adopted by the City Council.
- Liaison for Commercial Code Enforcement with City's Code Consultant.

### **Administrative Services:**

- Be available, responsive, knowledgeable, and cordial to customer and client requests for information.
- Attend City Council meetings, historic preservation commission meetings, development review committee meetings, planning sessions, or pre-construction meetings as required or requested.
- Attend educational training to obtain required academic credits to maintain current certifications.
- Suggest and recommend procedures and processes to improve operations.
- Possess advanced computer aptitude skills with the ability to help others with system usage. Proficient in spreadsheets, word processing, and database programs.
- Custodian of all departmental hard and electronic records as described under the adopted Retention Schedule.
- Compose various correspondence independently from verbal or written instruction; review, proofread, and edit departmental documents; possess strong proofreading skills.
- Maintain office supply inventory and order department supplies as well as City-wide inventory reporting, as needed.
- Maintain calendars and arrange meetings and conferences, as needed.
- Update department standard operating procedures in document management software.
- Maintain and update the database for gaming establishment statistics.
- Maintain and update the website page for Community Planning and Development within established guidelines.
- Recommend organizational, procedural, and cost-saving measures.
- Assist with event planning.
- Provide Notary services for the public and City staff.
- Assist other departmental staff and provide support to other departments as necessary.
- Perform other duties as assigned.

### **QUALIFICATIONS**

- **Knowledge of:**
  - The CommunityCore web-based and mobile tools permit software system.
  - Theory, principles, practices of land use development, and zoning code administration as enforced by the City.
  - Theory, principles, practices, and methods of building construction disciplines, codes, and standards; building-related regulations and ordinances enforced by the City, including the International Code Council (ICC) codes; methods and practices of all phases of commercial and residential construction.
  - Theory, principles, practices, and methods of historic preservation standards.
  - Applicable Federal, State, and local laws, codes, and regulations of the City.
  - Technical research methods and techniques.
  - The English language; uses accurate grammar, spelling, vocabulary, punctuation, and proofreading.
  - General finance and accounting.
  - Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal governmental administration

- Record keeping principals and procedures.
- **Ability to:**
  - To provide a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
  - Maintain and handle confidential data and information related to the department; discern the difference between original and duplicate documents.
  - Organize and establish work priorities; work in a cooperative team environment or independently with limited supervision; maximize efficiency. Meet department and project schedules, milestones, and deadlines.
  - Adapt to frequent interruptions, unusual workload demands, changing priorities, and deadlines.
  - Tackle repetitive and tedious tasks with eagerness and enthusiasm.
  - Establish and maintain effective working relationships with supervisors, coworkers, elected officials, outside agencies, and the public; work well with varied and demanding people.
  - Possess a professional, friendly demeanor; comfortable interfacing with the public to serve their department's related needs; maintain a high degree of integrity and discretion; diplomatic with a positive can-do attitude, reflecting well on the department and the City.
  - Be punctual and prompt for work and meetings.
  - Promote an organizational work environment where business practices, decisions, and work assignments align with the City's vision, mission, core values, and competencies.
  - Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
    - o Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.

## **EDUCATION, EXPERIENCE, AND TRAINING**

- Four-year college or university program certification; or two to four years of related experience and/or training; or an equivalent combination of education and experience.
- Three years of progressive experience as a Certified Permit Technician or Permit Technician Specialist.
- Three years of progressive administrative experience preferred.
- Experience with customer service, building permit services, and planning/zoning services.
- Possess an International Code Council Permit Technician or Permit Technician Specialist certification.
- Possess a Colorado Notary Public Commission.
- International Code Council certification as a Building Inspector, Plans Examiner, or Building Official is desirable, with the ability to maintain all certifications with continuing education units.
- Historic Preservation experience is desirable.
- Relevant knowledge of office computer systems, proficiency with Microsoft Office Suite and Bluebeam Revu. Experience with or knowledge of CommunityCore software permitting software.
- FEMA – Certification through the Association of State Floodplain Managers, Inc as a Certified Floodplain Manager is desirable.
- A valid Colorado Driver's License and safe driving record.

## **EQUIPMENT USED**

Constant daily use of telephones, cell phones, computers, calculators, copy machines, and scanners.

## **REASONING ABILITY**

Identify problems, collect data, establish facts, and draw valid conclusions.

## PHYSICAL DEMANDS

The employee is regularly required to sit, stand, walk, reach with hands and arms, stoop, kneel, crouch, and crawl. Work in this position is generally limited to a standard office environment. Still, the employee must occasionally lift and/or move up to 25 pounds and climb stairs, ladders, and/or step stools, mobile enough to conduct fieldwork and visit construction sites, sometimes crossing over rough, uneven, or rocky and mountainous surfaces and terrain. The employee is also regularly required to talk, hear, and use hands and fingers. This position's specific vision abilities include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus.

An employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must be willing to work a varied schedule of hours, including evenings and/or weekends.

## COMMENTS

The job description intends to describe the types of job tasks and levels of responsibility, and difficulty required of persons assigned to this job title. This document is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the Immigration Reform and Control Act, the City intends to hire only individuals who are United States citizens or those authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_