



GLOUCESTER COUNTY
invites applications for the position of:

Community Development Coordinator

SALARY: \$46,403 +/- DOQ

OPENING DATE: 6/14/2021

CLOSING DATE: Open Until Filled

Description:

Under general supervision performs administrative oversight of the County's site plan process and ensures coordination of site plan process tasks with and among various departmental and outside agency representatives. Continuously examines the site plan and other inter-departmental operating processes for opportunities to improve efficacy, including enhancement of existing and integration of new processes, procedures and technologies. Serves as facilitator and secretary to the Site Plan Coordination Committee and maintains accurate records of the status of all pending and approved site plans. Performs research for and prepares a variety of complex reports. Employee routinely and independently responds to and handles a variety of inquiries and requests for information. Employee must exercise independent judgment, initiative, and attention to detail in completing job duties. Employee must also exercise tact and courtesy in frequent contact with developers, engineers, contractors, architects, state and local officials, and the general public. Reports to the Deputy County Administrator.

Required Knowledge, Skills, and Abilities:

Broad knowledge of and proficiency in Word, Excel, and other industry related software including the County's current land records, financial software, permitting software, and plan review software.

Ability to prepare correspondence, reports, forms, budgets, studies, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Ability to be conversant in the theory, principles and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

Qualifications

Possession of a bachelor's degree in business administration, accounting, public administration, legal studies or a related field.

Minimum of five (5) years of related experience of a responsible nature.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

Special Requirements

To be considered for this position, your online application must include your cover letter, and resume. A minimum of 3 professional references must be listed on the application.

For a complete job description and to apply online, visit our website at: www.gloucesterva.info.

Gloucester County is an Equal Opportunity Employer