



Gloucester County Job Description

POSITION:	Community Development Coordinator
DEPARTMENT:	Planning & Zoning
JOB CODE:	A302
FLSA:	Non-exempt

GENERAL STATEMENT OF JOB: 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 Planning, Zoning & Environmental Director.

ESSENTIAL JOB FUNCTIONS:

1. Manages the Community Development site plan process and serves as the County's Community Development and site plan liaison to internal staff, outside agencies, public officials, citizens, developers, business owners, architects and engineers. Leads, organizes, and develops the agenda/materials for Site Plan Coordination Committee meetings.
2. Serves as the Facilitator and Secretary to the Site Plan Coordination Committee as set out by County Ordinance 15.5. Receives, processes, and distributes Site Plan & pre applications to the Site Plan Committee for consideration and coordinates responses among the reviewing departments/agencies. Prepares comment and approval letters for consideration by the Site Plan Administrator, issuing such comment and approval letters upon approval.
3. Develops, recommends, and maintains site plan submittal guidelines, process flows, checklists, and FAQs. In coordination with the Department of Information Technology (DIT) publishes and maintains information on Community Development web pages and keeps content current and in compliance with changing industry standards and ADA regulations.
4. Develops and presents recommendations regarding Community Development policies, processes, procedures, and ordinances, most notably the site plan ordinance. Performs flow-charting and analysis as necessary to enable process evaluation, improvement and illustrate process flows. Oversees implementation of recommendations upon approval of the Site Plan Administrator and Deputy County Administrator.
5. Manages inter-departmental initiatives targeting improvements in utilization of, documentation within, and internal procedures for new and existing plan review, permitting, and documentation software / technology solutions utilized by the Planning and Zoning, Building Inspections, and Environmental Program departments. Develops/acquires and coordinates/delivers ongoing training for members of the site plan committee on such software/technology solutions.
6. Assists the Community Development departments in the development and maintenance of training materials and reports, and the implementation of process improvement initiatives.
7. Develops, coordinates and maintains documentation systems, financial records, performance indicators, processing systems and procedures related to site plan administration.

8. Coordinates site inspections and compliance with site plan requirements prior to issuance of Certificate of Occupancy.
9. Answers telephone and greets visitors; assists and directs customers to ensure they are aware of requirements for their specific projects; receives, reviews, researches, and prepares responses to inquiries pertaining to Community Development site plan process and provides information or refers caller to the proper official; coordinates resolutions with appropriate departments; follows up on recommended actions to determine if problems have been solved. Provides specialized technical information to developers, contractors, and general public relating to a variety of public and private improvements; researches information as needed.
10. Researches data from the Treasurer's Office, Assessor's Office, and Clerk's Office; provides the Deputy County Administrator and/or Site Plan Administrator with real estate data for various projects; performs research to determine property ownership and boundary line information.
11. Prepares independently composed office correspondence or memoranda; prepares a variety of reports, graphs, resolutions, grant applications, and written correspondence.
12. Performs other duties as assigned.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

JOB LOCATION AND CONDITIONS:

Duties are performed in office environment with minimal exposure to hazardous chemicals or fumes.

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.

General knowledge of development processes, planning, zoning and commercial development

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.

Ability to coordinate hands and eyes in using automated office equipment; to operate motor vehicles.

Ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Ability to deal effectively with people beyond giving and receiving instructions. Must be adaptable to performing under varied levels of stress.

Ability to comprehend or understand instructions and underlying principles; to reason and make judgments; to understand and follow oral and written instructions; to make decisions in accordance with established procedures and policies; to guide and/or give instructions.

Ability to comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly. Ability to speak/talk, hear/listen and read.

Ability to perform arithmetic operations; to perform accurate calculations aided by calculator, adding machine or measurement device.

Ability to comprehend forms in space and understand relations of plane and solid objects.

EDUCATION AND EXPERIENCE:

Possession of a bachelor's degree in business administration, accounting, planning, 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.

NECESSARY SPECIAL QUALIFICATIONS:

PHYSICAL REQUIREMENTS:

C = Continuous – over 6 hours a day F = Frequent – between 3 and 6 hours a day	O = Occasional – less than 3 hours a day I = Intermittent–several times a week/month	P = Periodic – several times a year N/A = Not applicable to position
---	---	---

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dusty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input type="checkbox"/>
Peripheral Vision	<input type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>