

LAND DEVELOPMENT SPECIALIST

Position Code: 2331

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 347

Location: Development Services

Approval Date: 2019

General Statement of Duties

Performs responsible administrative work in the facilitation, processing, and tracking of land development plans.

Distinguishing Features of the Class

An employee in this class provides difficult entry-level work and assistance to the Development Services Department in a variety of assignments associated with the land development process. An employee performs technical and administrative work for the Development Services Department; preparing and maintaining records and files; managing the distribution of review plans and comments; responding to inquiries and complaints; providing information; processing documents; preparing reports; and assisting the public. This position requires independent judgment and discretion in the performance of duties. Work is performed under the general supervision of a Planner II.

Duties and Responsibilities

Issues zoning permits associated with all aspects of construction and development.

Maintains records and produces various reports; maintains a detailed filing system of development files.

Assists in maintaining Minimum Housing and Code Enforcement files and databases.

Performs preliminary assessment of all land development plan submittals to ensure compliance with minimum submittal requirements.

Receives and processes plans; labels, dates and distributes plans to appropriate personnel; monitors plan evaluation process; notifies citizens of results.

Processes all land development fees.

Drafts and types correspondence, memoranda, and reports.

Provides information to the general public and developers concerning zoning ordinances, land development plans, utilities, maps and other areas.

Answers the office telephone and greets the public as necessary.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of the land development review policies, procedures and practices.

General knowledge of the Land Development Ordinance and its applications.

The ability to read and interpret ordinances and development plans.

General knowledge of the sources of data and information.

General knowledge of use of personal computers and related software.

Ability to meet and interact with the public effectively.

Ability to establish and maintain effective working relationships with others.

Ability to organize and manage the plan distribution process.

Ability to deal with multiple projects at the same time.

Ability to follow oral and written instructions.

Ability to solve problems.

Ability to work independently.

Physical Requirements

Work in this class is generally sedentary. Work requires the ability to hear and talk in order to be able to communicate with the public and other employees. Physical agility of reaching and stooping are necessary to perform filing duties. Work requires the handling and carrying of moderately heavy plans and maps so the employee must be able to lift and carry moderate amounts of weight. Work also requires dexterity in the hands for typing and operation of

computers and standard office equipment. Visual acuity is necessary to read handwritten and typewritten materials, read maps and plans, and to operate a computer terminal.

Minimum Education and Experience

High School Diploma or GED and three to five years of related experience; or an equivalent combination of education and experience.

Special Requirement

Valid NC Driver's License