



Coordinator, Development Applications

SALARY GRADE: 20

PURPOSE OF POSITION: To provide administrative and operational support related to receiving, recording and processing Development Approval Applications submitted by the public. To manage and maintain the tracking, billing and accounting for costs associated with processing Development Approval Applications.

ESSENTIAL FUNCTIONS:

- Accepts and coordinates the processing of all Development Approval Applications for rezoning, conditional uses, variances, street vacancies, historic designations, Comprehensive Plan amendments, final plat approvals, annexations and other real property transactions filed with the Office of the City Auditor and Clerk.
- Collects and processes initial deposits and billable fees required for the acceptance and processing of Development Approval Applications; manages fees through Billable Fee System for tracking and accounting of costs.
- Reviews Development Approval Applications to ensure compliance with requirements of the City Code and Land Development Regulations, including special requirements associated with both legislative and quasi-judicial proceedings. Drafts and transmits requests for changes by applicants as appropriate.
- Assures that all Development Approval Applications have adequate funds available to cover current and anticipated processing costs; develops correspondence and bills applicants for additional fees required.
- Prepares, coordinates and ensures the publication of required legal notices and advertisements relating to Development Approval Applications and other proposed real property transactions, pursuant to the City Code. Notifies applicants of hearing dates and other process status issues.
- Identifies and notifies potentially impacted property owners of hearing dates, proposed land use changes, Affected Person Status Form requirements, the opportunity to examine and cross-examine witnesses, provide rebuttal testimony and/or present documents and exhibits into the record and other relevant information concerning Development Approval Applications and other proposed real property transactions.
- Records with the Clerk of the Circuit Court interlocal agreements between the City and other parties, as well as deeds, easements and other instruments documenting final real property transactions.
- Coordinates and schedules public hearings before the Planning Board.
- Coordinates the payment of real property taxes on City properties to the County Tax Collector.
- Notifies the County Tax Appraiser of changes to City zoning maps, including vacation of streets, conditional uses permitted, etc.
- Researches, develops and prepares a variety of statistical and analytical reports relating to real property transactions, Development Approval Applications and related matters.
- Coordinates the processing of concurrence certificates and related appeal documents pursuant to the City Code and Comprehensive Plan.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

JOB BASED COMPETENCIES:

- Knowledge of City government operations and functions.
- Knowledge of principles, procedures, processes, requirements and documents comprising standard real property transactions, such as purchase or sale contracts, deeds, easements, and other legal agreements and documents related to real property.
- Knowledge of the Sarasota City Code and Land Development Regulations.
- Ability to implement effectively computer software and other system changes relating to the Billable Fee, GIS and/or DRC On-Line Review Systems.
- Ability to work independently, with minimum supervisory direction, and to establish work priorities and follow-up actions required to meet strict deadlines accurately and completely.
- Ability to research information involving unusual problems, analyze data to arrive at valid conclusions and recommendations and prepare appropriate action plans.
- Ability to communicate effectively and clearly, both orally and in writing, and to prepare succinct, coherent and accurate reports and analyses.
- Ability to establish and maintain effective working relationships within the Office of the City Auditor and Clerk and with other City officials and employees, as well as realtors, architects, land planners, engineers, attorneys, contractors, and members of the public.

PUBLIC CONTACT: Contacts are an essential component of this position. The incumbent interacts frequently with attorneys, architects, engineers, realtors, appraisers, contractors and other members of the public, as well as officials and employees of other City departments to obtain and provide information and data on Development Approval Applications, real property transactions and related records. Other public contacts may be required from time to time to explain the operation and functioning of the Office of the City Auditor and Clerk, as well as the City's Billable Fee System.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the City Auditor and Clerk or designated representative.

SUPERVISION EXERCISED: None.

PHYSICAL REQUIREMENTS: This is light work performed in an office environment and requires no unusual physical demands. Visual acuity is required for preparing, reviewing, checking and maintaining computer and written files, and for reviewing legal documents and other data. Incumbent is required to have sufficient hearing ability to perceive information at normal spoken word levels. Manual dexterity to operate standard office computer and other equipment is required.

MINIMUM QUALIFICATIONS:

<p>Coordinator, Development Applications</p> <p>Job Code: 23.08 Salary Grade: 20 FLSA Status: Exempt Union: Non-Represented</p>	<ul style="list-style-type: none">• Bachelor Degree from an accredited college or university in real estate, accounting, or the legal field.• Three years of experience in real estate, accounting, or the legal field; or the equivalent in education, training, and experience which would provide the necessary knowledge, skills and abilities.
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

TRAINING REQUIREMENTS: ICS 100 and IS 700