

## DEVELOPMENT INFORMATION SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** A Development Information Specialist performs paraprofessional work which involves: reviewing basic plans, the interpretation and application of development-oriented City codes and ordinances, interviewing permit applicants, calculating fees and providing coordination and guidance for the issuance of building, right-of-way and special use permits, coordinating and/or assisting applicants with requests for utility service and meter installations, and assisting with the research of development-related data. A significant element of the work involves answering technical questions and providing information regarding zoning and building codes, public works requirements, land development regulations, rezoning and variance requests, and alternatives to specific proposals. The employee is exposed to extensive public contact of a specialized and comprehensive nature. This position is responsible for performing related duties as required.

**Distinguishing Features:** The Development Information Specialist provides complete, comprehensive, and detailed information on a variety of development, utility, zoning, signage, and building code-related topics within the Development Services Division. The position acts as a lead in terms of providing continuous training and problem resolution to less experienced staff. Knowledge of three distinct functional areas (building, utility, and zoning) is required in order to effectively communicate with developers, architects, engineers, contractors, other City staff, and the general public. The Development Information Specialist performs plan reviews of, but not limited to: single-family site plans, residential master plans, banners, mobile home site plans, temporary construction trailers, temporary sales trailers, tax applications, peddlers and transient merchant applications, holiday sales lot permits, verification of occupancy, plumbing permits, electric permits, demolition and swimming pool site plans for compliance with all codes, regulations, policies, and land-use requirements, whichever applies. Some fieldwork (field verification) may be required for gathering data for special projects. The position is responsible for independent decisions requiring technical judgment and excellent public relations skills. Work may include preparing graphics or example drawings/diagrams to assist customers. Minimal supervision is received from the Permits Supervisor through meetings, conferences, and end results achieved. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. A minimum of two years' experience in planning and community development, construction, private development, building inspections, drafting, civil engineering technician work, Geographic Information Systems (GIS), customer contact in a private or public building, utility, zoning, or other development-related operation.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Supplemental coursework in drafting, construction technology, or urban planning. One year of experience interpreting and applying various codes, regulations, and policies as they relate to construction and development issues in either building, utility, or zoning. Two years' experience in word processing and spreadsheet applications to create letters, forms, and reports are highly desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, other City employees, management, and architects in order to review plans, provide information, and respond to questions about the City's codes including the current adopted City of Mesa family of codes and ordinances, zoning, sign, manufactured homes and recreation vehicle, subdivision, off-site improvements, and right-of-way. Explains departmental policies and procedures, zoning code requirements, land development regulations, and rezoning and variance requests. Prepares written documents (construction permits, utility service orders, letters, and memos) using clearly organized thoughts to promote the comprehensive customer service functions within the Development Services Division. Produces staff reports and correspondence by researching the needed background information and explaining which codes and policies should apply to the consideration of a land-use proposal. May communicate with the public/customer under considerable pressure or in stressful situations.

**Manual/Physical:** Sorts and files permits, plats, maps, plans, and permit applications. Enters data or information into a personal computer (PC) to issue building permits, maintain public records, and prepare written communications. Uses graphic instructions such as blueprints and site plans to illustrate or clarify staff recommendations to inform the public and review boards. Operates a PC and other office equipment to calculate permit fees, issue building permits, notify applicants regarding plan review and permit costs, research records, and respond to written and verbal inquiries. Moves construction plans (maximum weight of 40 lbs.) distances of up to ten feet to file and route plans. Retrieves plans (maximum weight of 40 lbs.) and various forms from shelves above shoulder level. Meets scheduling and attendance requirements.

**Mental:** Reviews single-family site plans, verification of occupancy, temporary construction trailers, temporary sales trailers, tax applications, special event applications, liquor license applications, massage establishment applications, second-hand license applications, peddler and transient merchant applications, holiday sales lot permits, temporary sign applications, additions for Arizona rooms and patio covers, model home complex applications, compliance for park models, gas lines, mobile home site plans, and swimming pool site plans to ensure code compliance. Interprets and understands blueprints, schematic drawings, layouts, zoning maps, quarter section maps, and assessor maps to verify compliance with adopted codes. Issues permits for: building, plumbing, mechanical, electrical, signs, off-site permits, and clarifies zoning code requirements, land development regulations, etc. Conducts research and completes special projects as requested. Uses maps to verify water, gas, and sewer line locations. Performs mathematical calculations to compute permit fees and verify property dimensions in relation to proposed construction. Independently prioritizes work such as plan reviews, plan submittals, applications, permit issuance, customer contacts, utility service requests, and calls applicants regarding plan review and permit costs. Learns job-related material through on-the-job training regarding property development requirements, code interpretation, and plan interpretation.

**Knowledge and Abilities:**

Knowledge of:

general development and construction terminology;  
gas, water, electric, and sewer utilities and the terms used in the installation of these utilities;  
two to three years working knowledge of engineering symbols and terminology used in architectural and engineering drawings;  
architectural and civil engineering principles, practices, and standards;  
City of Mesa codes and policies that establish authority and methods for calculating permit, utility, and other development related fees; and  
City of Mesa Building Code, subdivision regulations, off-site improvement regulations, zoning regulations, and the terms and conditions for the sale of utilities which regulate the use of land and the location, height, and bulk of buildings and structures, and establishes standards for design and development of private property.

Ability to:

provide staff support in the preparation and review of variances, special use permits, and zoning interpretations;  
work independently in making decisions, solving problems, and in managing work time;  
apply good judgment in explaining technical plan problems in everyday terms;  
make technically correct, on-the-spot red-line corrections to submitted plans during review;  
review single family plans for compliance with zoning and land use requirements, including building, setbacks, additions, patio additions, temporary construction trailers, temporary sales trailers, tax applications, special event applications, liquor license applications, massage establishment applications, second hand license applications, temporary sign applications, additions for Arizona rooms and patio covers, model home complex applications, compliance for park models, gas lines, and trailer parks; and  
establish and maintain effective working relationships with coworkers, engineers, architects, and contractors in order to confer with them on plans to exchange information and resolve problems, often under stressful circumstances.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Para

JOB FCTN-OFF

INCREMENTS 45-200

PAY GRADE: 47

IND-8810

SWORN-No