

DEVELOPMENT PLANNING SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Development Planning Specialist is responsible for performing paraprofessional and technical work, which involves: coordinating various agreements between the City of Mesa and outside agencies (i.e., City Share, Private Line, In-Lieu, and Utility Service agreements). Duties also include, but are not limited to: conducting research, creating and reviewing various documents including correspondence and agreements, communicating with internal and external customers (i.e., realtors, design professionals, property owners, contractors, inspectors, etc.), reviewing right-of-way and public utility easement extinguishment requests and processing payments. Other duties include: interpreting and explaining legal descriptions, agreements, cost/impact fees, obtaining reference drawings (as-builts), accessing deeds, creating maps through ArcView, and providing input and support for the Preliminary Plan Review Team on pre-submittals. This class is responsible for performing related duties as required.

Distinguishing Features: The Development Planning Specialist is expected to display considerable initiative, independent judgment in performing agreement coordination, and initiative in resolving daily problems or issues. An employee in this class may be asked for input to policy development and revision activities and is expected to interpret and explain policies, agreements, and other development related information and inquiries to management, outside agencies, developers, citizens, and other customers. An employee in this class functions with minimal supervision and work results are reviewed for accuracy, thoroughness, reasonableness and completion in a timely manner. This class is supervised by the Development Planning Analyst. 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. Considerable (3 - 5 years) experience in permitting, plan review, building inspections, planning, civil engineering or other private or public development related environment.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience dealing with the public concerning difficult matters, familiarity with City codes and ordinances and Geographic Information Systems (GIS) and/or mapping experience is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with City employees, including the Deputy Director - Development Services, City Engineer, and City Attorney's Office, property owners, contractors, and consultants to

facilitate development projects. Coordinates meetings with management, developers, and other City departments to facilitate development agreements. Prepares various written reports and documents in order to report project status.

Manual/Physical: Enters data into a personal computer to produce reports, worksheets, and to organize information. Prepares agreements and reports for internal and external customers. Operates a variety of standard office equipment, such as a personal computer, copier, calculator, scanner and fax machine. Meets scheduling and attendance requirements.

Mental: Gathers data and information concerning development-related projects and inquiries from a variety of sources, including City departments, current codes and ordinances, the internet, the development community, and existing files and cases. Resolves issues regarding the City Share and Private Line payment process. Performs mathematical computations and calculates final City Share payments and Private Line reimbursements. Monitors and processes payments for private development bid projects. Operates a personal computer (PC) database management system to generate and sort information. Utilizes GIS and current city mapping to produce visuals for internal and external sources.

Knowledge and Abilities:

Knowledge of:

the principles and practices of civil engineering;
symbols and terminology used in construction plans, specifications, and legal descriptions;
the City of Mesa system of accounts and related processes and procedures;
procedures and policies for public works contract requirements and public bidding process;
personal computer software applications for spreadsheets, database applications, word processing and ArcView;
city code and ordinances governing land development issues;
the development industry, including permitting, plan review and building inspections;
team dynamics;
research methods, techniques, and methodology to report information; and
general GIS or mapping searches and manipulation.

Ability to:

read and interpret field notes and engineering sketches;
assess and assign prioritization to issues and work assignments;
maintain concentration on detailed information over an extended period of time when accuracy and speed are important;
communicate with and respond tactfully to a demanding and diverse public in answering questions, handling complaints, and explaining City policy;
prepare detailed cost estimates for City Share, In-Lieu, Private Line, and Utility Service agreements;
review development agreements and calculate reimbursement amounts;
prepare payment forms using a personal computer;
maintain files on payment record of contracts, agreements, and reimbursements;
answer inquiries for contractors, developers, and customers regarding payments;

check invoices against contract or agreement to ensure proper billing, verify cost extension, deduction of previous payments and final totals;
prepare reports or invoice for payment forms with cost breakdowns and routing for processing;
set up payment process for private developer bid projects;
make independent decisions;
perform reviews of files and procedures for compliance to generally accepted auditing practices and principles;
audit contractor's invoices and documents for City Share and Private Line agreements and reimbursements;
modify spreadsheets, databases and other files and forms using various computer software;
communicate effectively in both written and oral forms with internal and external customers; and
establish and maintain effective working relationships with management, coworkers, and the public.

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.

Revised to Update Department Title 1/16

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EEO-Para

JOB FCTN-OFF

INCREMENTS 42-200

PAY GRADE: 46

IND-8810

SWORN-No