

## DEVELOPMENT REVIEW SERVICES SPECIALIST

Job Code	Pay Grade
10190	CL10

### Nature of Work

This is administrative semi-technical work in examining, processing and issuing all forms of permits, zoning clearances, development plans and applications for re-zoning, land use, conditional use and Board of Adjustment Hearings. The work includes the full range of office services, beginning to end, on all but very unusually complex building and zoning cases. Incumbents serve as a resource to co-workers, as well as assist them on more difficult tasks and assignments. Employees in this class maintain continuous public contact interpreting and explaining zoning and land use regulations, assisting applicants and issuing clearances for compliance with zoning standards and Concurrency Management Legislation. At this level, employees are responsible for assigned technical activities and make independent work decisions based on experience and knowledge of departmental operations, but refer more difficult policy or procedural questions to a superior for decisions.

### Minimum Qualification Requirements

- 4 years experience in public contact assignments directly related to processing highly technical zoning, building and construction permit approval; or
- 2 years of college or vocational training with coursework in business, public administration, management, engineering, planning or a related field and 2 years experience in public contact assignments directly related to processing highly technical zoning, building and construction permit approval; or
- An equivalent combination of education, training and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Performs the entire office's full range and various phases associated with both routine and non-routine technical permit reviews; internal office coordination ensuring that effective and timely action is taken to be responsive and helpful to customer requests dealing with both building permits, zoning clearances, and zoning determinations.
- Reviews requests for permits and zoning clearances, determines use, calculates density, setbacks, open area, and height of proposed structures per the applicable codes; calculates transportation impact and fire district fees; ensures compliance with zoning, land use and Concurrency Management.
- Performs data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval and programming/re-programming.
- Reviews complaints regarding possible violations of the zoning code.
- Maintains coverage for the customer service permits area to assure appropriate staffing is available at all times for customer service needs.
- Assists with applications for site plan submittal and does routine walk thru submittals
- Reviews and accepts routine applications for zoning changes, land use amendments, conditional use and Board of Adjustment Hearings and also takes payment for routine submittals for public hearing cases and site plan reviews after assuring submittals are complete. Refers more complicated cases and walk thru review to the lead technician.
- Assists professional staff with application submittals for zoning changes, land use amendments, conditional use requests and Board of Adjustment case requests.
- Researches information and writes draft certifications of zoning and land use letters for signature of the Director, Manager or Supervisor.
- Performs related work as assigned or required.

## DEVELOPMENT REVIEW SERVICES SPECIALIST (continued)

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### Knowledge, Skills, and Abilities

- Knowledge of the County's building, electrical, plumbing, mechanical, habitat management and landscape regulations or water and navigation codes and regulations, depending on area of assignment.
- Knowledge of Business English, arithmetic and spelling.
- Ability to rapidly acquire knowledge of the County zoning regulations, ordinances, and procedures.
- Ability to read and interpret construction drawings, blueprints, maps, planimetric maps, aerial photos, surveys, height details, sign details, legal documents, legal descriptions, and diagrams.
- Ability to identify deviations from code and department policy requirements.
- Ability to maintain clear and accurate records and to make difficult arithmetical computations accurately.
- Ability to read and interpret building and development plans, specifications and legal documents and to identify deviations from requirements.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to meet and work with the general public and to explain regulations clearly.
- Ability to make field inspections and to determine facts through investigation.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified