CLASS SPECIFICATION
Development Services Project Coordinator

FLSA Status: Covered
Union Representation: City of Portland Professional Employees Association (COPPEA)

GENERAL PURPOSE

Under direction, performs advanced technical permit processing assistance to developers, architects, engineers, and project managers on large and/or complex development projects, applying technical knowledge across a spectrum of development review and permit processing functions; guides developers through the development process from pre-application information gathering through completion of the project; establishes, coordinates and monitors the permit review schedule; facilitates the resolution of inter-bureau permit-related conflicts; keeps both the City and project staff apprised of the project's progress; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Development Services Project Coordinator is an advanced journey-level class in the Development Services Technician series. Incumbents serve as project leaders for large and/or complex development projects, establishing and monitoring permit review schedules, tracking progress and working with City reviewers in various bureaus to resolve problems. Completed work is reviewed in terms of compatibility with requirements, effectiveness and expected results.

Development Services Project Coordinator is distinguished from Development Services Technician II in that incumbents in the former class serve as project coordinators and as the single point of contact representing the City in the development review process for the largest, most complex and politically sensitive projects.

Development Services Project Coordinator is distinguished from the Development Services Technician III in that incumbents in the latter class serve as lead workers by participating in and directing the work of lower level Development Services Technicians who are involved in processing permits.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. As a process manager, oversees large and/or complex projects by scheduling and directing processes; assures the appropriate levels and functions of staff are present at meeting to make decisions; monitors and maintains records on the progress of work to ensure projects are completed on schedule and meet local, state or federal standards.

2. Conducts a full analysis of each project and identifies which project teams within the City need to be part of the development review process; provides coordination of permits and reviews within projects and identifies possible issues with regulations, staff, and workload.

3. Confers with representatives from developers, architects, engineers, property owners, utilities, other governmental agencies and contractors on technical matters to verify data, coordinate various stages of work, and explain the City's processes, codes and procedures.

4. Responds to customer and public inquiries and complaints; explains and interprets codes, policies, standards, fees and procedures to the public.

5. Provides administrative, logistical and technical project oversight by managing records, files and databases, reviewing and preparing project documentation, gathering, recording and evaluating data, preparing reports and work orders, enforcing standards and specifications, and preparing for and conducting meetings.

6. Reviews a variety of plans and applications, e.g., building, traffic and parking control, water service, street improvement plans, land use for conformance to regulations and standards to ensure public safety using knowledge of codes, master plans, and accepted practices; coordinates plan review process with other bureaus; prepares comments and conditions of approval.

7. Identifies customer specific needs and ensures that customer service standards are achieved; applies process improvement principles to assigned areas of responsibility.

8. Represents the City at both public and private meetings with development professionals; plans and makes presentations to architectural and engineering firms explaining the City's development process and regulations.

9. Schedules and facilitates meetings with developers, stakeholders, and related work groups; provides documentation of meeting decisions.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Engineering architectural, construction, and development terminology, practices, procedures and basic principles including development financing and construction practices.

2. City policies, development goals, processes, procedures, and standards as they apply to the permitting process.

3. Land use and development permitting processes and capital improvement processes.

4. Mathematics, algebra, geometry, trigonometry, and statistics related to permit processing work.

5. Federal and state laws and regulations relating to program area; working knowledge of municipal regulating codes pertaining to assigned projects or programs.

6. Standard office practices and procedures including manual and electronic file development and maintenance; specialized data gathering and research techniques; methods and procedures for archiving and retrieving technical documents, maps and drawings.

7. Principles, standards and practices of project management, project tracking, and required documentation.

8. City operating policies and departmental work procedures and quality standards.

9. Computer use, applications, languages and programming techniques pertaining to the work.

Ability to:

1. Serve as project leader on various advanced development review and permit projects; coordinate projects with other City units and outside agencies.

2. Work independently and use good judgment.

3. Provide knowledgeable, technical guidance and advice to City staff, other government agencies, private businesses and citizens.

4. Operate a computer and use a variety of programs; maintain technical files both electronic and manual; utilize specialized electronic tools, materials and equipment.

5. Read and interpret various kinds of maps, architectural and engineering drawings, construction plans, blueprints and other technical materials and documents, such as state and federal guidelines; learn and apply local, state or federal codes and regulations.

6. Clearly present technical information in oral, written, graphic or other forms.

7. Make oral presentations to groups, responding effectively to audiences; cope with dissent and conflict.

8. Perform complex work thoroughly, accurately and efficiently.

9. Interact effectively to problem solve and partner with citizens, community groups and contractors and to negotiate agreements with contractors and the public.

10. Establish and maintain effective working relationships with bureau management and staff, contractors and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, trade school or vocational school, or G.E.D. equivalent; and five years of progressively responsible development experience in either the public or private sector, including project management responsibilities; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted:	07-01-01	New class Development Services Project Coordinator (6044) created as part of the COPPEA Classification and Compensation study.
Revised:	08-01-06	Spec history updated to reflect pre-2001 COPPEA Study history. Spec formatting modified.
Revised:	08-07-06	Revised FLSA status from "Non-exempt" to "Covered."

June 2009 - Change Job Class number from 6044 to 30000335, due to system change.