

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Development Project Coordinator		
<b>Job Code:</b>	PR1460	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	609	<b>Date Reviewed:</b>	07/08/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Oversees and coordinates administrative support services for the assigned area of responsibility; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Oversees and coordinates administrative support services for the assigned division of the Department. Coordinates new development contracts; and develops and implements programs, special programs, new initiatives and other services.
2. Acts as facilitator to assist developers move projects through the City's various development review processes, gain consensus on complex planning and development issues, and develop alternative solutions to unique developments issues and/or procedural obstacles.
3. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of administrative support services provided, service delivery methods and procedures; and works with employees on the continuous improvement.
5. Recommends and assists in the implementation of goals objectives, policies and procedures.
6. Acts as a liaison between developers and city departments regarding current and new City policies and procedures. Responds and resolves citizen inquiries and complaints.
7. Reviews plans and contract documents.
8. Participates in the preparation and administration of the administrative support services program budget; submits budget recommendations; and monitors and verifies expenditures and revenues.

9. Prepares analytical and statistical reports on operations and activities. Prepares and presents reports, as needed.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

**Additional duties for Transportation and Public Works:**

12. Manages Autodesk Buzzsaw system.
13. Sets up new projects in Autodesk Buzzsaw.
14. Performs initial review of projects for acceptance into the review process.

**KNOWLEDGE, SKILLS & ABILITIES**

• **Knowledge of:**

- Operations, services and activities program for an urban planning and development division including contract coordination.
- Methods and techniques of expediting community development business activities between private sector and city departments.
- Principles and practices of collecting, reviewing and analyzing technical and statistical data.
- Methods and techniques of report preparation.
- Principles and practices of urban planning, engineering or architecture as they relate to development issues.
- Record keeping and tracking; open record legal requirements.
- Acronyms and language associated with Civil infrastructure plans.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Pertinent Federal, State and local laws, codes and regulations.
- City's project management and financial deposit system.
- City's personnel rules and regulations.
- Technical design.

Transportation Public Works

- Autodesk Buzzsaw system.
- Roles of participants using Autodesk Buzzsaw.

• **Skill in:**

- Organization and time management.
- Computers and applicable software.
- Mathematics.
- Customer service.
- Delivering presentations.

• **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Provide administrative support services to a division or department including reports, tables, and contract coordination.

- Research, review, analyze and interpret technical and statistical data.
- Function as a liaison between stakeholders and city departments in matters relating to the assigned area of responsibility.
- Conduct on-site inspection of new developments.
- Draft Mayor and Council Communications.
- Perform statistical analysis and identify trends.
- Analyze and resolve problems.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in planning, urban design, engineering, architecture, public administration or a related field and four years of administrative management experience.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.