

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 243

PLANS COORDINATOR

GENERAL

Moderate to difficult clerical position involving extensive public contact with limited supervisory responsibilities. Work is performed under general supervision.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Daily activities include but are not limited to answering large number of telephone inquires, filing, preparing and processing official forms and documents.
- Assists other office personnel in the monitoring and tracking of applications through the permitting process, processing and issuing of construction permits and data entry of inspections.
- Identifies projects that are experiencing delays in permitting and collaborates with inspections staff on solutions to expedite the permitting process.
- Acts as the liaison between the Development Services Department and the public (including architects engineers, contactors and homeowners) or other City Departments
- Composes reports, memoranda, letters and related documents.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of business English, spelling, arithmetic, office practices and procedures, Must have the ability to operate a wide variety of office equipment including microfilm reader, copier, and personal computers.
- Excellent memorization and organizational skills.
- Proficiency using Microsoft Office applications including Word and Excel with skill in typing accurately from rough draft at 35 wpm.
- Knowledge of Naviline software is preferred
- Ability to follow oral and written instructions.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to read and interpret city ordinances and related legal documents
- Ability to analyze situations accurately and to plan and adopt an effective course of action.

MINIMUM QUALIFICATIONS

High school diploma or equivalency. Two years general clerical experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Sedentary position with the ability to handle or feel objects or controls, see, read, talk and hear. Occasional moving of up to 40 lbs. Work is performed in an inside office environment; noise level in this environment is usually moderate. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Must obtain ICC Permit Technician Certification within 2 years.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev. 03.2010

Work Location: Development Services

Bargaining Unit: General Employees

FLSA: Non-Exempt

Classification Plan: 42/20

GERS: Regular Class