

CLASS CODE: 10100

CLASS TITLE: COMMUNITY DEVELOPMENT COORDINATOR

PURPOSE OF CLASS: Under general supervision of the Planning Administrator and Building Code Administrator, the Community Development Coordinator will be responsible for providing intermediate level planning and zoning functions as described below as well as administering community development objectives and programs, including code enforcement and flood management responsibilities. This position is exempt under the Fair Labor Standards Act (FLSA). Pursuant to the Town's Organizational Chart, this position reports directly to the Planning Administrator and Building Code Administrator.

PRIMARY TASKS:

- Provides technical assistance and /or information to staff and the public regarding plans, ordinances, application procedures, and current projects, etc. At the front desk, over the telephone, and/or through written correspondence.
- Processes and assists with zoning permit applications and building permits in compliance with established policies, procedures, and ordinances.
- Assists in issuing flood development permits for structures within the Special Flood Hazard Area (Floodway and 100-year) and inspects development to determine compliance with development standards and National Flood Insurance Program (NFIP) requirements.
- Explains requirements of the NFIP and the community's program to the general public, elected officials, etc.
- Maintains community floodplain management files, the floodplain management program documents, building permits, variances, FEMA map revisions, elevation certificates, etc.
- Assists in maintaining a floodplain management reference library that includes current and previously published Flood Insurance Study Reports, Flood Insurance Rate Maps (FIRM), NFIP Repetitive Loss Lists, etc.
- Conducts and assists in reviews, approvals and/or denials of updates and revisions to the community's Flood Insurance Rate Maps (FIRMs).
- Performs routine office tasks in designated program areas including data entry, file management, copying and customer service.
- Conducts and assists with field surveys, site reviews and violation investigations and compiles property research, including zoning history, development patterns, land use, etc.
- Prepares written reports and correspondence, charts, maps, and other materials, as needed.
- Prepares public notices, violation notices, and zoning compliance letters, as directed.
- Enforces the laws, rules, ordinances, and resolutions of the Town of Burgaw and surrounding Extraterritorial Zoning Jurisdiction, as required.
- Conducts research, compiles information, and prepares special reports, planning documents, and presentations.
- Prepares packets for meetings of the Board of Commissioners, Board of Adjustment, Planning and Zoning Board, and civic groups.
- Clerk to the Planning Board and Board of Adjustment

- Assists in management of Burgaw Incubator Kitchen and administration of other special departmental projects.
- Assists in preparation, or develops in consultation with supervisors, plans, related documents, and grant applications.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic knowledge of principles of public administration, government practices, planning, zoning, subdivision, code enforcement and flood regulations.
- Basic knowledge of record keeping and filing practices.
- Basic knowledge of GIS technology, including map production and interpretation is preferred.
- Knowledge of computer applications, including Microsoft Office and internet applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to operate a computer and other office equipment and machinery.
- Ability to understand and carry out oral and written directions.
- Ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports.
- Ability to understand, enforce, and promote accurate awareness of applicable federal, state and local regulations, procedures, and policies.
- Strong skills in interpersonal relations, conflict resolution, and dealing with the general public.

EDUCATION AND EXPERIENCE

- A four year degree from an accredited college or university with a major in planning, geography, public administration, or other related field is preferred and some level of demonstrated professional experience or a combination of education and/or related work experience.
- Experience in planning, zoning or code administration with specific experience as a zoning administrator is preferred.
- Certification as a Floodplain Manager (CFM) is preferred or have ability to obtain certification within two years.
- North Carolina Certified Zoning Officer (CZO) certification is preferred or must have ability to obtain within two years.
- Must possess a valid driver’s license issued by the state of North Carolina.

Approved & Adopted by the
Town of Burgaw Board of Commissioners

Date: _____