



City of Tempe

DEVELOPMENT PROJECT COORDINATOR

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	388		<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Development		<i>Salary / Hourly Minimum:</i>	\$72,191
<i>Supervision Level:</i>	Supervisor		<i>Salary / Hourly Maximum:</i>	\$97,458
<i>Employee Group:</i>	SUP		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified		<i>Market Group:</i>	Development Project Coordinator
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS
<p>The role of a Development Project Coordinator in the City of Tempe is to provide the best building safety services possible with an emphasis on excellent customer service.</p> <p>The Development Project Coordinator must use their exceptional process and code knowledge to the benefit of all that they come in contact in the course of their work. In this sense the Development Project Coordinator’s customers include such people as the building owner, business owner, architect, engineer, superintendent, permit technician, plan reviewer, tenant, resident etc. (stakeholders in the construction process or in the use of a finished building are to be considered customers).</p>

REPORTING RELATIONSHIPS
Receives direction from the Deputy Community Development Director – Building Safety/Engineering and Permits.
Provides supervision to technical and administrative staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Four years of full-time administrative experience in municipal planning, code administration, private development including two years supervising those implementing the development process. Experience must include the review of residential or commercial projects for compliance with applicable codes and regulations including the International Building Code (IBC), zoning, engineering, water and sewer, or other land development requirements.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning and design; architecture; engineering; public or business administration; construction management; or degree related to the core functions of this position.

<i>License / Certification:</i>	<ul style="list-style-type: none"> ● ICC Commercial Plans Examiner certification is required with 12 months of hire or promotion; ● Must possess and maintain required certifications; ● Must possess and maintain a valid driver's license.
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ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. The Development Project Coordinator is responsible for coordinating the processing of complex projects through the development system beginning with the first submittal to the Community Development Department through final inspection and issuance of a Certificate of Occupancy. The Development Project Coordinator serves as the direct, single point of contact for customers on assigned development projects. In addition, the Development Project Coordinator provides creativity, innovation, flexibility and facilitation to provide the highest level of service to the Department customers, both internal and external.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Facilitate the highest level of quality customer service to department customers in the most courteous and facilitating manner possible.
- Advise, consult and provide information to the Deputy Community Development Director – Building Safety and Permits regarding new approaches to simplify, enhance and facilitate the delivery of the Department's services.
- Supervises the day-to-day activities and reviews the work of staff involved in providing services to Tempe customers.
- Proactively resolve difficult and sensitive inquiries, complaints and requests for services from citizens, developers, architects, engineers, applicants, housing clients and landlords in an open and creative manner.
- Communicate and work in partnership with and provide information to the development community and the public regarding development projects.
- Guide developers through the development process; oversee projects to ensure compliance with all applicable City codes and ordinances, state and federal law; establish control systems to ensure timely and effective project implementation.

- Proactively monitor progress of projects from time of submittal to Building Safety through final inspection approval and issuance of Certificate of Occupancy.
- Schedule meetings between appropriate staff and project developers, owners, and design professionals to explain process flow for specific projects.
- Recommend changes, upgrades, interface with new programs, and information migration.
- Participate in documenting processes within manuals, SOPs, and handouts.
- Participate in the implementation of process and computer program training for staff members.
- Assemble and direct appropriate multi-disciplinary teams.
- Participate in establishing and maintaining plan review timetables and schedules.
- Maintaining official records related to meetings, issues resolution, and decisions.
- Participate in updating lists of active projects and their current status.
- Recommends plan review staff assignments and ensures assignments are carried out in a timely manner.
- Help mediate any unresolved issues arising between City staff and the customers.
- Identify the required steps in the process and ensure that those steps are communicated to customer so as to minimize or eliminate delays.
- Provide pro-active performance planning utilizing performance management tools.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective August 2006

Revised January 2019 (add Plans Examiner certification)

Revised March 2019 (update duties)