



CITY OF BANNING, CALIFORNIA

Development Project Coordinator

Job Code: 3026

FLSA ☐ Exempt ☒ Non-Exempt

JOB DEFINITION: Under general supervision of the Community Development Director, oversee, track and assist in advancing projects from inception through completion and provide assistance to the public with project queries; do related work as required, including staff support services to the Community Development Director.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Tracks and expedites the progress of development projects throughout the development process, including the Public Works Department review process. May coordinate the work of others to ensure that projects are processed in accordance with City standards. Liaison to press and other City officials. Responsible for scheduling projects for Planning Commission and City Council review. Serves as the ombudsman for the entire Community Development Department. Researches information and prepares reports, including required staff reports; prepares agendas and related documents, including minutes of meetings. Staff support work consists of scheduling appointments for the Director; screening visitors and telephone calls; maintaining and distributing applicable forms for the department; receives, logs and distributes outgoing and incoming mail. Prepares letters, memos, informational material and correspondence; maintains confidential files for the Director; monitors department budget.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of file and records management principles and workflow procedures.
- Knowledge of zoning and building codes and engineering practices.

- Skill in customer service techniques and principles
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

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MINIMUM QUALIFICATIONS: A high school diploma AND five (5) years of office administration experience. A certificate in Planning or Land Use, or equivalent, may be substituted for two years of related experience, providing the remaining experience is acquired in a municipal Planning Department sufficient to provide knowledge of the development process, including entitlement and permit processes. This position requires a detail oriented individual with the flexibility to respond to projects as needed with moderate direction.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain a California driver license. May be required to work outside of normal business hours.