

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

GROWTH SERVICES COORDINATOR

Department: Growth Services
Pay Grade: 111
FLSA Status: Non-Exempt
Job Class: 3047
Risk Code: 8810

JOB SUMMARY

Under the Supervision of the Growth Services Director, this position is responsible for coordinating and administering special Growth Services Programs such as the County's impact fee program as required by impact fee ordinance(s). This position is characterized by increasingly specialized knowledge of the planning field and is expected to possess in-depth knowledge within one or more specialties such as public facility improvements, local government public financing, and state laws, regulations and judicial holdings on impact fees and proportionate share analysis. This position also serves as a power user and maintains the department's design and maintenance of the Tyler Enterprise, Permitting and Licensing program.

ESSENTIAL JOB FUNCTIONS

- Coordinates, implements, and maintains records of all aspects of the assigned impact fee programs.
- Reviews and calculates appropriate impact fees on residential and non-residential buildings.
- Reviews and makes recommendations to the Board of County Commissioners for credits, rebates, transfers, and refunds.
- Creates and maintains county-wide impact fee credit accounts for developers who have been awarded impact fee credits or proportionate share credits and applies credit appropriately to construction permits.
- Reviews and coordinates independent impact analysis applications for reduction of fees.
- Maintains collections records and data files countywide, to include municipalities.
- Prepares periodic reports of impact fee accounts, collections, and expenditures.
- Provides information regarding classification of structures and replacement structures.
- Administers deferred payment program.
- Serves as backup to department liaison for Citizens Academy.
- Assists other sections of the Department as assigned.

- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibilities.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in related field or equivalent; and two (2) years' experience in relevant field; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to make effective presentations on controversial or complex topics to top management, public groups, and/or boards.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to explain records and procedures to others as lead worker.
- Ability to exercise judgment regarding use of equipment, tools, or materials.
- Knowledge of development permitting and impact fee processes.
- Knowledge of the basic principles and applications of impact fees.
- Ability to work independently with minimal supervision and to schedule and coordinate work.
- Ability to comprehend maps, blueprints, and reports and apply the information to the fee schedule for appropriate calculation of impact fees.
- Ability to coordinate periodic reviews of impact fee standards and criteria.
- Ability to communicate tactfully and effectively with other employees and members of the general public.

- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
- Ability to comprehend the basic principles of computer programming for use in the maintenance of Tyler Enterprise, Permitting and Licensing program.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl; will regularly be required to reach with hands and arms; and will frequently be required to sit, use hands to finger, handle, or feel talk or hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.