



## **CITY OF INGLESIDE JOB DESCRIPTION**

### **Building and Planning Department Office Coordinator**

**Department:** Building and Planning  
**FLSA Status:** Exempt  
**Effective Date:** 05/17/2022

#### **POSITION SUMMARY**

Work involves a variety of duties related to the Building & Planning Department; schedules appointments; compiles and maintains records; assists in research of planning and zoning, and related topics; perform various tasks regarding special projects; provides professional, effective and efficient public service assistance to public; and performs research. Exercises supervision over Administrative Staff in the Building & Planning Department; Works under moderate supervision with extensive latitude for the use of initiative and independent judgment.

#### **QUALIFICATION REQUIREMENTS**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Makes effective decisions without constant supervision.
- Answer questions and provide information to the public; respond to requests for information regarding regulations, policies, and procedures; and processes public's applications for permits, inspections, and appeals.
- Assists staff in utilizing conflict resolution techniques to diffuse tense situations with customers.
- Coordinates between all construction trades, from inception of permitting process to final issuance of certificate of occupancy.
- Coordinates section-wide purchase of code books/documents and supporting training materials.
- Attends training to maintain certifications and reads related materials to stay current.
- Prepare a variety of memorandums, general correspondence, documents, forms, and letters as necessary; perform photocopying and binding of materials; and open and sort mail.
- Compiles and administers legal or statistical documents and reports as needed for the issuance of permits and licenses, and process and issue permit and work orders.
- Computes appropriate fees, receives and processes permit payments, makes deposits, processes money reports and monthly permit reports.
- Coordinates information for meeting agendas, appropriately posts meeting notices, ensuring that legal requirements for posting are met, prepares meeting packets, and attends meetings and prepares official minutes of various boards/commissions as assigned.
- Conduct research on materials regarding planning and zoning related subjects; compose ordinances and resolutions, as necessary.

- Assist department personnel and the public in person and by phone; relay messages to staff out in the field as necessary; aid other divisions within the department as requested; take complaint information including pertinent information.
- Maintains official city records ensuring accuracy and ease of retrieval, proper storage, and appropriate disposition of schedules and actions.
- Work closely with and serve as liaison between various divisions as needed.
- Acts as City liaison for citizen inquiries.
- Verifying monthly Incode reports against the purchase order log created within our department.
- Assists the Records Retention Officer, coordinating retention and destruction of records, as necessary.
- Answer a multi-line telephone, directing calls to the appropriate personnel, providing information, and/or taking messages when appropriate.
- Performs Notary Public services.
- Monitors inspection and permit data related to the aging inspection process and expired permits.
- Conduct research for authorization of and authorizes Stop Work Orders for Code Enforcement.
- Oversees the maintenance of computer files of planning and zoning, code enforcement and related information; ensure that backups of all computer-stored information are maintained.
- Oversees and assists in monitoring budget expenditures.
- Manages, supervises, and coordinates the activities and operations of the Building and Planning Department. Supervises the administrative support staff and technical staff. Administers policies, procedures, and regulations relating to the operation of the Building and Planning Department.
- Manages department budget to approved spending levels.
- Oversees overall departmental operations including customer service; delivery and dissemination of information; and supply inventory management.
- Manages the functions of issuing permits, including plan review coordination, fee collection, and coordination of inspections. Ensures permits and associated inspections are handled appropriately.
- Serves as a liaison with the public, developers, general contractors, outside agencies, and department employees.
- Provides relevant updates to the Building Official and City Manager and attends meetings and conferences representing the Building Department to the public.
- Performs other related duties as assigned.
- Complete assigned health and safety courses to create a safe work environment

#### **SUPERVISION RECEIVED AND EXERCISED**

- Works under the supervision of the Director of Building and Planning.
- Exercises supervision over GIS and Code Enforcement Staff in the Building & Planning Department.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education** – High School diploma / GED.

**Experience** – in planning, legal or administrative duties related to the building and/or code enforcement department including planning, building inspections, and code compliance is preferred. Minimum of five years’ experience with a municipal building inspection team is preferred

<b>Required Education</b>	HS Diploma/GED
<b>Required Experience</b>	Considerable experience
<b>Combination OK?</b>	Yes

**License or Certificate** – A valid Texas driver’s license or available alternate means of transportation; Possesses or Obtain ICC Permit Tech Certification within one (1) year.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Knowledge of proper public contact and telephone etiquette; principles and practices of records maintenance; English usage, spelling, grammar, and punctuation; letter writing and basic report preparation; basic bookkeeping practices; and inventory control techniques.
- Skill/Ability to operate a variety of modern office machines and word processing equipment.
- Must have the ability to maintain complex records and prepare reports accurately.
- Maintain accurate records of official city business; prepare records, reports, and correspondence neatly and professionally; establish and maintain effective working relationships with co-workers; apply correct oral and written English.
- Maintain clerical records and files with precision and accuracy; maintain a calm attitude and accurate work habits during stressful interactions with the public both in person and over the phone; prioritize and organize various assignments; and follow complex instructions.
- Possess the ability to plan, schedule, and work independently in the absence of specific instructions.

<b>Admin.</b>	Memos & Reports
<b>Supervision</b>	Over Administrative Staff
<b>Training</b>	Coordinate

**PHYSICAL DEMANDS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- Regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear.
- Frequently required to stoop, kneel, crouch, or crawl.
- Regularly required to stand and walk and occasionally required to climb or balance.
- Occasionally must lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasionally exposed to outside weather conditions.

<b>Weight</b>	10 lbs.
<b>Environment</b>	Mod. Quiet
<b>Physical Activity</b>	Moderate

**Personnel and Policy Handbook section 3-C**

*“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”*

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

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Employee Signature

\_\_\_\_\_  
Date