



CITY OF VICTOR Job Description

Part-time Community Development Official

Department: Administration

FLSA Status: Non-exempt

Supervisor: City Administrator

Mission: To effectively administer the City's planning, zoning, permitting and enforcement of building and zoning codes.

CORE COMPETENCIES:

*Customer Service

- Work is performed with attention to detail and personal pride in the outcome
- Respectful of diversity among staff, locals, and visitors
- Interacts with the public in a positive manner
- Interacts with co-workers, staff, and vendors in a positive manner
- Displays a professional and proficient demeanor while working
- Demonstrates ability to structure their own work and set priorities to meet deadlines
- Demonstrates initiative in identifying problems and developing and implementing solutions
- Solicits input and feedback and incorporates appropriately

*Teamwork

- Establishes and maintains effective, courteous and cooperative working relationships both internally and externally
- Willingly and cooperatively collaborates with all other City departments as needed
- Does not disparage staff to other staff or the public
- Resolves conflicts in a positive manner
- Asks for help when necessary

*Communication

- Maintains composure and self-control
- Displays an open and approachable manner
- Takes the time to respond to questions and concerns in a courteous, tactful, and helpful manner
- Keeps supervisor informed of status of projects
- Speaks and writes clearly and concisely, presents ideas and facts logically and coherently
- Demonstrates listening skills

*Work Ethic

- Complies with Employee Handbook, Council Policies and Codes
- Dedicates the appropriate amount of time needed to accomplish job duties
- Maintains workspace in a professional manner
- Utilizes time and resources efficiently and effectively
- Looks for ways to improve operations and discusses with City Administrator
- Represents the City in a positive manner
- Works to get the job completed when necessary

Demonstrates ability to problem-solve unexpected situations
Adapts to and incorporates changing priorities and methodologies

JOB COMPETENCIES:

*Administration:

Act as Building Department Coordinator by consulting with customers on inquiries, maintaining appropriate forms and web forms, computing and collecting fees for building permits, processing permit applications, determining applicability of plan submittal, submitting plans to Colorado Code Consulting (CCC), if applicable, recording approved plans, issuing permits, documenting and recording all, maintaining accurate files of permits, delivering timely notice of permit expiration, issuing quarterly report to CCC, approving payment to CCC and sending quarterly permit report to Teller County Assessor.

Addresses all code violations, by responding to citizen complaints regarding potential code violations as outlined in current Council policy and determining a course of action with eminent dangerous situations.

Reviews all zoning requests by evaluating zoning applications, outlining the process to the applicant and making staff recommendations to City Council.

Administers the short-term rental licensing process for the City.

Conducts historical appropriateness reviews on applications submitted on buildings that are considered contributing to the National Historic District and under the Historic Zoning Code.

Advocates on behalf of the City for desired economic diversification through advocacy of appropriate development within the commercial district.

Works with Main Street Manager to identify Historical Preservation Resources, and conducts Historic Preservation Awareness campaigns as necessary

Helps to build productive relationships with appropriate public entities and citizens.

*Recordkeeping

Maintains program and project records and filing systems.

*Safety

Recognizes and corrects unsafe conditions
Works safely to prevent at-fault accidents

*Care of Equipment

Assures equipment is properly maintained

*TOOLS AND EQUIPMENT USED:

Standard modern office equipment including computer, recording equipment, fax, copier, etc

*KNOWLEDGE/ ABILITIES:

Ability to manage workload and prioritize projects
Ability to work with State and Federal partners
Ability to understand, interpret, and apply community development concepts
Ability to understand building and zoning codes and related rules and regulations

*DESIRED MINIMUM QUALIFICATIONS:

Associates or Bachelor's degree preferred
2 years progressively responsible related experience

General business skills:

- research
 - knowledge of business formats
 - word processing
 - modern office practices
 - records management
 - software operation (Word, Excel, Access)
- Valid driver's License

ORIENTATION AND TRAINING PERIOD:

- 6 months
- 1 year to achieve general competency

*WORKING ENVIRONMENT CHALLENGES:

- Interruptions
- Dynamic community interests
- Work load and deadlines determined by others

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The City of Victor is an Equal Opportunity and Affirmative Action Employer.