

LAND DEVELOPMENT MANAGER

CODES/PAY RANGE

Class Code: 3520 EEO Code: A FLSA: E Pay Range: F

MAJOR FUNCTION

Highly responsible administrative work coordinating the land development review process.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Administers the Land Development Code.

Receives all land development applications and plans. Reviews applications for completeness. Verifies that all technical data has been submitted.

Distributes applications, plans, and technical data to Development Review Committee members for their critique and review.

Establishes and maintains development tracking system to monitor status of applications and land development projects.

Prepares agenda for the Development Review Committee. Prepares and presents agenda items for County Council review regarding Development Review Committee recommendations.

Prepares correspondence to the developer regarding comments, revisions, and changes recommended by the Committee.

Maintains communications between the County and developers.

Verifies that all fee payments are made and that all improvements are done.

Issues development orders in accordance with applicable policies and procedures.

Performs related work as required.

(Land Development Manager continued)

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the development review process. Knowledge of the County Land Development Code.

Ability to coordinate other activities and their respective areas of concern with the development review process. Ability to communicate effectively, orally, and in writing with land developers and other County agencies. Ability to effectively supervise professional, technical, and clerical staff support.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Public Administration, planning or closely related field, and four (4) years land development experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Ability to talk, see; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend legal ordinances, codes, statutes, etc.; maps and plans; reports, letters, memos; financial/fiscal records. Ability to analyze data and develop conclusions. Ability to perform advanced mathematical functions. Ability to speak publicly; conversant in policy and procedures. Ability to write memos, reports, letters, opinions, instructions, etc.

Revised 10/97
Replaces 10/94