

	THE CITY OF KEY WEST Job Description	Non-Union, Exempt Position	
		DATE OF REVISION	1/10
POSITION	DEVELOPMENT REVIEW ADMINISTRATOR	MIN. ANNUAL SALARY	\$41,087.00
DEPARTMENT	Planning (15-01-515)		
JOB CODE	42985	GRADE	N32

PHYSICAL LOCATION:

- 604 Simonton Street, Key West, Florida.
Second floor, no elevator.

REPORTING RESPONSIBILITIES:

- City Planner or designee

GENERAL FUNCTIONS:

- This position is responsible for organization and procedural management of all Planning Department short range applications and requests, including items requiring clarification by the Historic Architectural Review Commission (HARC), items requiring hearing by the Development Review Committee, Planning Department, City Commission, Board of Adjustment or other boards and committees as identified by the City Planner. The position will track and assign requests, schedule items on the appropriate board or committee (if required), prepare board or committee agendas, coordinate with planners on agenda package preparation, assure packages are complete and items generally correct and that items once approved are properly rendered to the Department of Community Affairs.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to perform duties of this description
- Able to see and hear well enough to perform the duties of this job description
- Able to use equipment and/or materials as specified in this job description
- Able to work a forty (40) hour work week and additional hours as required.
- Able to be professional and courteous to the public in all situations and conditions.
- Computer literate and keyboard/mouse proficient
- Able to climb stairs.

EQUIPMENT TO BE USED:

- Thorough knowledge of modern office machines including, but not limited to, personal computer and related software, calculator, copier, fax machine and in house computer system.

ENVIRONMENT:

- Air conditioned office

PHYSICAL REQUIREMENT:

- Standing 15%
- Walking 5%
- Bending/Reaching 5%
- Sitting 75%

DUTIES/TASKS/JOBS:

- Responsible for procedural management and tracking of all short range planning requests, including applications and letter requests.

- Communication with public, applicants and staff on procedural issues and schedules.
- Preparation of agendas, attendance at Planning Board and HARC meetings and preparation of meeting minutes.
- Preparation of logs and other tracking devices.
- Preparation and maintenance of office procedures to ensure consistent and accurate processing of short term applications.
- Preparation and maintenance of consistent application forms for Department requests.
- Maintenance and update of web pages related to planning
- Supervise Administrative Assistant.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Extremely strong organizational and multi-tasking abilities, including the ability to work well under deadline pressure on multiple tasks.
- Strong computer and technology skills including ability to assemble electronic documents, post and link web agendas and prepare data bases and spreadsheets.
- Ability to demonstrate appropriate skill level with Microsoft Office including word, excel, outlook and power point.
- Ability to promote and maintain harmonious working relationships with the public, staff, boards and committees.
- Strong writing and editing skills.
- Understanding of operational requirements of boards and committees as well as the procedural requirements for land development regulation applications and letter requests.
- Ability to work independently and well with others.
- Detail oriented.
- Demonstrated knowledge of administrative procedures, including purchasing, contracts and general office administration/management.
- College degree in related area or equivalent work experience as determined by City Planner.
- Five years of progressively responsible experience including managing complex processes, working with boards and committees and office management.
- Valid Florida driver’s license.

This description is to provide a summary of the types of duties and responsibilities that will be required of this position and shall not be interpreted as a statement of all the specific duties and responsibilities. Incumbent may be required to perform job related tasks identified by supervisor other than those listed in this job description.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgements", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY,
VETERANS PREFERENCE EMPLOYER
& DRUG-FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
525 Angela Street, 1st Floor
Key West, FL 33040
Office Telephone: (305) 809-3714**