



**DEVELOPMENT MANAGEMENT ASSISTANT
703**

DEPARTMENT: Development Management/Planning

NATURE OF WORK:

Performs a variety of technical and administrative assignments in support of the Planning Division.

Work is performed under the general supervision of the Principal Planners.

ESSENTIAL FUNCTIONS OF THE JOB:

Performs research and data gathering for independent research projects related to citizen concerns.

Tracks Commercial Certificates of Occupancy through the Division by distributing paperwork to planners, recording approvals and comments, and redistributing to appropriate County offices.

Performs spot checks and approves walk-in building permits when Zoning Officers are not available.

Maintains records of budget expenditures; prepares or coordinates the preparation of budget documents in accordance with prescribed procedures; completes budget transfers as directed; assists with annual department budget preparation.

Performs a variety of assignments in support of development review and GIS activities.

Responsible for preliminary and final review of assigned zoning, subdivision, and site plan cases and making recommendations and presentations to the Planning Commission, and Board of Supervisors on assigned cases.

Performs technical and statistical research and analyses with respect to development review and comprehensive planning activities; assists development management staff in preparing reports, presentations and projects; gathers and compiles land use, zoning, socioeconomic, marketing and other data, and prepares appropriate reports and displays, as needed.

Develops all internal programs related to the Department's utilization of GIS. Develops GIS overlays and related databases. Trains Departmental staff on GIS usage and applications and assists in overall GIS support tasks.

Processes and reviews newly submitted site plans, subdivisions, and other permit applications for adherence to County goals and policies; prepares recommendations and reports on assigned cases. Reviews development plans and assists applicants, engineers, and developers in resolving problems.

Prepares summary of County comments for transmittal to architects, engineers, developers, landowners, Planning Commission, and the Board of Supervisors.

Presents assigned projects, reports, cases, and other materials to various appointed boards and the Board of Supervisors.

Staffs front desk and assists the public and applicants with questions concerning property numbers; zoning, land use, subdivision, and site plan review procedures, status of land development applications and highways plans; performs other related technical work as required.

Replies in person, by telephone, or by correspondence, to inquiries from visitors and callers; ascertains nature of the inquiry and provides information on departmental policies and procedures, programs or services provided.

Provides census tract, statistical facts and other information.

Maintains a current easy access file covering educational opportunities, cultural and recreational facilities, housing availability, cost-of-living data, demographic data, business climate information and comparative tax structures.

Monitors and compiles comments from other County departments and other agencies for transmittal to land development applicants, Planning Commission, and Board of Supervisors.

Operates standard office equipment, including word processors, to produce letters, memoranda, reports forms, invoices, purchase orders, etc., working from rough drafts, handwritten notes, oral instructions or established procedures.

Prepares and sends correspondence and form letters on general matters, such as: Adjacent Property Owner Letters, Applicant Letters, DRC Action Letters, Planning Commission Action Letters, Board of Supervisors Action Letters, Subdivision Approval Letters, Inquiry Letters, Expiration Letters, with no supervision.

Provides data entry and information/report services; corrects and updates databases; communicates changes in computer files to users.

Assists in the organization of a variety of public meetings which solicit public input.

Receives and distributes department mail; schedules appointments and meetings; makes arrangements for seminars.

Collects Rezoning, Special Use Permit, Site Plan, Subdivision, Agricultural and Forest District and Erosion and Sediment Control fees in accordance with established procedures, and maintains appropriate records for each.

Scans correspondence and reports to determine what information is to be cross-filed and/or included in other files or reports in order that current and complete history of file is available; determines routing of projects to appropriate planner and keeps track of the project during the preapproval stages. Closes out and distributes plans to all appropriate agencies before sending to Records Management for microfilming.

Performs duties of the Administrative Services Coordinator in his/her absence.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting, but some field work is required. Requires driving County vehicle to attend meetings and on other County related business. Operates standard office equipment and audiovisual equipment to include computer keyboard, calculator, copy machine, VCR, overhead projector, and television monitor. Operates GIS equipment.

Requires working irregular hours, including several monthly evening meetings.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of office practices and procedures.

Considerable knowledge of correct business English, spelling, and punctuation.

Some knowledge of the principles and techniques of land use planning and economic development, and an understanding of the fundamentals of economics.

Some knowledge of requirements of land development and County's development review ordinances and procedures.

Some knowledge of drafting principles, practices, techniques, and equipment.

Some knowledge of GIS systems and related software systems.

Ability to conduct research, data collection, statistical analysis, and formulate conclusions and recommendations.

Ability to complete simple accounting computations.

Ability to maintain complex records, to assemble and organize data and to prepare reports from such records.

Ability to operate general office equipment, word processing equipment, and microcomputers as required to accomplish the work assigned.

Strong oral, written and graphic skills, with the ability to communicate effectively with others, orally and in writing.

Strong customer relations/customer service skills.

Ability to solve problems and work independently with minimal supervision and under tight deadlines.

Ability to work as a team member.

Ability to maintain records, including computer data files and other systems.

Ability to read surveys, engineering plans, technical drawings, and to use a planimeter and scale.

Ability to establish and maintain effective working relationships with other development management staff, employees and representatives of other agencies, and the public.

MINIMUM QUALIFICATIONS:

Associate's Degree in planning, public administration, applied computer science, business or related area; some experience in planning, customer service, clerical support or related field or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a valid Virginia Drivers License and acceptable driving record based on James City County criteria.

Date: June 2006

DevMgmtAsst.703_016_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Development Management Assistant Position Number: 703
Department: Development Management Division: Planning

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- _____
- Not essential to job functions

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation			
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift				✓			✓		
Push/Pull									
Hold/Carry				✓			✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input checked="" type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input checked="" type="checkbox"/> Other <u>varies</u> |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand		✓					✓		
Sit					✓			✓	
Walk	✓						✓		
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			