

Development Specialist

Community Development

Position

Reporting to the Community Development Director, this position performs clerical, technical accounting and customer service duties in support of the development services offered by the department.

Salary: \$15.99/Hourly

Posting: Until Filled

Submit resume to Bartow County HR via email to cogginsm@bartowga.org or via mail to Bartow County Human Resources, 135 West Cherokee Avenue, St. 256, Cartersville, Ga. 30120

- Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel
- Schedules appointments and manages calendars
- Receives and refers complaints from the general public
- Receives and accounts for permit, application and development fees; schedules deposits
- Attends annual training and stays well-informed of updates to State Laws affecting licensing and permitting
- Prepares regular and special reports; submits reports to requesting agency
- Runs daily reports of all financial transactions; runs month- and year-end reports
- Maintains paper and electronic permit records
- Updates department website
- Creates and updates department forms
- Processes open records requests
- Processes credit card payments
- Receives fees for permits; prepares deposits
- Scans plans, permits and files
- Maintains office supply inventory; reorders as needed
- Accepts, researches, logs, verifies, registers and archives applications
- Maintains and updates department filing system
- Notarizes documents
- Accepts payments and maintains related records
- Orders and maintains office supplies
- Processes and directs mail
- Subject to call back during times of emergency or disaster
- Performs related duties

Building Inspections Duties

- Issues building permits and mobile home permits
- Communicates with Building Official and other field personnel to exchange information.
- Coordinates with Fire Marshal for plan review and fee collections.
- Receives development site and building plans
- Maintains files and records.
- Notifies utility company of approvals.

Engineering Duties

- Processes all land disturbing permit applications, including erosion control, stormwater, floodplain, timber harvest and driveway permits.
- Provides flood zone determinations to citizens, insurance agents and real estate brokers.
- Communicates with County Engineer and development inspectors to coordinate issuance of permits
- Explains floodplain development requirements to community leaders, citizens and the general public
- Maintains community floodplain management files

Licensing Duties

- Runs daily reports of all financial transactions; runs month- and year-end reports.
- Processes credit card payments.
- Maintains paper and electronic permit records.
- Assists applicants with beer, wine and distilled spirits applications, background checks; records monthly affidavits.
- Assists customers with business license applications and renewals; enters information, posts payments and prints license; prints daily deposits.
- Performs related duties.

MPO Duties

- Coordinates and organizes Policy and Technical Coordinating Committee meetings.
- Communicates with Transportation Planner and assists with document preparation to exchange information
- Prepares and distributes agenda and related documents.
- Attends public meetings to record minutes.
- Prepares public legal notices.
- Prepares and maintains transportation related documents.

Zoning Duties

- Coordinates and organizes board meetings.
- Receives and prepares zoning verification forms.
- Receives and coordinates rezoning applications.
- Communicates with Zoning Administrator and Code Enforcement personnel to exchange information
- Prepares and distributes agenda and related documents.
- Attends public hearings to record minutes.
- Prepares public legal notices.
- Prepares and maintains zoning documents.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of county permitting processes.
- Knowledge of general accounting and bookkeeping practices.
- Knowledge of E-Verify and SAVE regulations.
- Skill in prioritizing and organizing work.
- Skill in the use of computers, standard business application software, other office equipment and job-related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Development Services Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include departmental and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical and customer service duties. Frequent interruptions contribute to the complexity of the position.

- The purpose of this position is to perform clerical and customer service duties related to the department's development permitting and processes, occupational tax certificates and malt beverage licenses. Success in this position contributes to the efficiency and effectiveness of that process.

CONTACTS

- Contacts are typically with co-workers, other county employees, business owners, property owners, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.