

ENGINEERING/COMMUNITY DEVELOPMENT COORDINATOR

POSITION SUMMARY

This position is responsible for coordinating the City's building permit processes, managing associated financial transactions, and maintaining accurate and compliant records. The position also oversees the sale and recordkeeping of City-owned cemetery plots, mausoleum crypts, and niches. Work requires a high level of accuracy, attention to detail, and discretion in handling financial and public information.

RESPONSIBILITIES

Essential Duties:

- Provides administrative support to designated staff members.
- Manages sales, documentation, and records for City-owned cemetery plots, mausoleum crypts, and niches, including financial transaction handling and public inquiries.
- Attends departmental coordination meetings, prepare agendas, take and prepare minutes and provide administrative support for Boards, committees and City staff.
- Performs extensive data entry and record maintenance to ensure data integrity across multiple software systems. Answers and directs public calls and customers for the department.
- Coordinates and administers all building permit processes, ensuring accuracy, compliance, and proper fee collection. Maintains and updates filing systems.
- Prepares general correspondence, memos, reports, spreadsheets, etc.
- Tracks project funding sources and expenditures.
- Prepares and handles mailing, mass mailings.
- Assembles and handles highly confidential and sensitive information.
- Review and process a variety of department level accounting related information to include accounts payable, accounts receivable, pay estimates, permit and license fees, and cash receipts.
- Provides back-up to other departments as needed.
- Performs other duties of a similar nature as required.

Knowledge, Skills And Abilities: (position requirements at entry):

- Strong customer service and interpersonal communication skills, including the ability to handle sensitive or complex inquiries professionally. Familiarity with City geography and street locations.
- Knowledge of department specific terminology and applications.
- Excellent attention to detail and data accuracy. Ability to manage multiple priorities, meet deadlines, and adapt to changing workloads.
- Ability to prepare written communication, type memos, reports and letters.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Ability to use computers and related software applications. Ability to use various office equipment.

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- Ability to interpret and apply policies, procedures, and applicable codes or ordinances.
- Ability to provide a high level of confidentiality and exercise sound judgment.

SKILLS

Education and Experience (position requirements at entry):

- Requires High School Diploma or General Equivalency Degree (G.E.D)
- Two years of administrative assistant experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements (position requirements at entry):

- Valid Driver's License
- ICC Certification as a International Permit Technician within 12 months of hire (for Building and Codes).

WORKING CONDITIONS

Environment:

Positions in this class typically require: sitting, stooping, kneeling, reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently. Sedentary work involves sitting and working at a computer most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Work related travel is minimal.

Grade: G12

FLSA: Non-Exempt

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Approved by CSC: 5/24/13, 7/15/16

Approve by Commission:

Updated: 08/12/2020, 12/02/2020, 3/29/2023 by Josh Skluzacek, HR Nameniuk, 6/16/2025 updated grade to match new pay scale – NT. 10/24/25 updated by Josh Skluzacek, HR Nameniuk change title, reclassify to grade 12.