

## **Planning and Development Coordinator**

**Department:** Planning

**Reports To:** Chief Administrative Officer

**FLSA Status:** Non-Exempt

**Salary Hourly Rate:** \$19.00 - \$31.00

**Date:** May 15, 2025

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The purpose of this position is to facilitate the smooth operation of the Town by providing numerous varied services. The position is responsible for planning and development coordination for the Town of Eatonville. The Planning and Development Coordinator will also provide support and assistance to code compliance, construction management, economic development, and the Town manager and Town Clerk's office.

### **SUPERVISION RECEIVED AND EXERCISED:**

This position receives direct supervision from the Chief Administrative Officer (CAO), or designee appoint. This position will not exercise the supervision of any employee.

### **ESSENTIAL PLANNING AND DEVELOPMENT COORDINATOR RESPONSIBILITIES:**

May include, but are not limited to, the following:

- Coordinates the development application process, including oversight of application and plan submittals, fee assessment and payment, processing plan review and comment transmittals, and issuance of permits and other approval correspondence as appropriate.
- Coordinates and attends pre-submittal and technical review meetings for development projects.
- Assists with zoning and development applicants and their representatives throughout the review process to ensure deadlines are met.
- Assist the Planner Consultant in preparing reports for the Town Council, Boards, and the public.
- Evaluates a variety of applications and proposals for administrative completeness and maintains appropriate logs of plan applications processed.
- Monitors and ensures timely processing of applications, plans, and permits; manages and coordinates the routing and tracking of plans to various departments and outside consultants for required reviews and approvals; performs follow-up phone calls to ensure timeliness of responses from Town staff, consultants, and applicants.
- Manage all new residential home building permits, new construction for commercial permits, and all other permits for the Town.
- Serves as the planning administrative liaison to the All Department, relative to the duties of planning and development.
- Provides administrative support by typing and processing correspondence, forms and reports, preparing and maintaining computerized records, ensuring records are current and accurate.
- Supports the OCFR in managing 911 addressing.

- Prepares and maintains a variety of written documents, including proofing, formatting, and reviewing written documents.
- Enter and coordinates Edmunds, FileBank, etc.... activities.
- Assists in preparation and/or posts approved agendas and public notices for all Town-related boards and councils as directed.
- Attend planning, historic, code enforcement boards meetings and council meetings.
- Provide efficient and effective service delivery to customers; handle difficult and complex customer service situations; identify and recommend opportunities for improving service delivery methods and procedures.
- Occasional nights and weekends are required.
- Other duties as assigned.

### **Qualifications**

- High School diploma or GED required.
- Two (2) years' experience in municipal government and significant experience in plan review, and zoning administration.
- Experience in municipal community development, permitting and/or economic development preferred.
- ICC Permit Technician and/or Permit Specialist Certification preferred.
- Notary Public or ability to obtain within the first six months of employment. Proficiency in Microsoft Office, permitting databases, and document management systems.
- Strong communication, customer service, multitasking, and organizational skills.
- Possession of a valid Florida Driver's License.

### **Knowledge, Skills, and Abilities**

Modern office procedures, methods, and equipment. Basic municipal government practices and operations. Principles and practices of planning, community and land development, and zoning. Public relations and customer service practices and procedures. Records management and filing principles and practices. Computer data entry, filing, and practices of financial and statistical record keeping and reporting.