



ANNOUNCEMENT OF JOB OPENING

COMMUNITY DEVELOPMENT COORDINATOR

This position is assigned to the Community Development Department and manages the building permit, inspections, as well as the Architectural Review Board, the Planning and Zoning Commission and the Board of Adjustment processes, while also providing administrative support as needed to the Department.

Duties include, but are not limited to: managing the development process to ensure compliance with city codes and ordinances, including the review of building plans, the review and issuance of building permits, and collaboration with other city departments; providing efficient and courteous customer service to the general public, contractors, elected officials and fellow employees; coordinating evening boards and commission meetings, ensuring applications are complete, all packets are sent out and agenda deadlines are met; making presentations to boards and commission to provide technical guidance and performing other boards and commission administrative functions as needed; researching building, zoning and related topics; assisting on residential and commercial redevelopment initiatives and demolition processes; formulating and assisting in the production of City Council memos and Power Point presentations; researching and preparing department material, forms and brochures and preparing postings for the City website related to the building permit processes, building codes, code compliance and community development; ensuring office procedures, administration and filing systems meet office practice standards; working closely with and serving as liaison with other departments as needed; participating in a variety of other projects as assigned by the Community Development Director, including assisting with community meetings related to the implementation of the City's long-range Comprehensive Plan; proactively identifying, presenting to the director and implementing initiatives to improve the development process.

An undergraduate degree in urban studies, architecture, management, public administration, planning, construction management or other related field of study is preferred, or a minimum of three years experience in municipal government or in a relevant private sector industry. The ability to work effectively in a team environment; to deliver outstanding customer service; to provide effective oral and written communication; and to manage multiple projects and responsibilities with a positive attitude are all essential. Knowledge of building and zoning process, including experience with building plan review; Geographic Information Systems (GIS) software; Incode Building Projects software; and ordinance, agenda, resolution and memo preparation is preferred. Proficiency with computers utilizing Microsoft Office including e-mail, Word, Power Point, Access and Excel is required.

Starting salary range is \$38,869 to \$48,586 annually. Actual starting salary will depend on qualifications of person selected. This position will be open until filled.

Qualified candidates may download an Employment Application from the City's web site at www.alamoheightstx.gov or pick one up at Alamo Heights City Hall, 6116 Broadway. Questions may be directed to Human Resources Manager Judie Surratt at 210-882-1503 or jsurratt@alamoheightstx.gov.