



CLASS SPECIFICATION

Town of Hilton Head Island, South Carolina

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title:	Community Development Services Coordinator
Department:	Community Development
Class Code:	4010
Salary Grade:	G09
FLSA Designation:	Non-Exempt

General Statement of Duties

The principal function of an employee in this class is to perform a full range of administrative and technical duties and information dissemination services for the Town's Community Development Department. The work is performed under the supervision and direction of the Applications/Records Manager but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with the Applications/Records Manager, Development Review Administrator, LMO Official, Building Official, Deputy Community Development Director, Plans Examiner, Environmental Planner, Town employees, Town authorities, general contractors, other related professionals, and the general public.

Examples of Essential Functions

(Examples are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. Members of this classification may be required to perform a combination of the tasks below.)

- Provides dependable professional advice and assistance to the general public and Town staff related to the LMO, Municipal Code, Building Code, Business License Zoning, Contractor Licensing Law, Land Development, Zoning, Signage, Permitting, Inspections, Comprehensive Plan provisions, and overall departmental operations in a timely manner;
- Oversees and coordinates with the Plans Examiners, Environmental Planner, Development Review Administrator, and other Town Staff as necessary on building permit applications, plan development applications, Natural Resource applications and pre-application review for compliance process;
- Oversees the issuance of over the counter Building Permits;
- Approves Business License applications for LMO Zoning compliance;
- Reviews and coordinates with the Flood Plain Manager and Community Rating System (CRS) Manager to ensure Flood Elevation Certificates are in compliance with Federal Emergency Management Agency regulations;
- Approves Residential Site Plans for compliance to include, buffers, setbacks, overlay districts, pervious / impervious, building heights, building angles, Town Beach Act Base Line and reviews the building plan for compliance with the Single Family Municipal Code requirements;
- Updates all residential and commercial permit applications in the Permitting software program, and approves for issuance;
- Serves as project manager on minor subdivision applications, mobile home approvals, and single family permits;
- Reviews and stamps submitted plats to verify boundaries, tax parcel #, easement documents, OCRM information, and for all legal requirements for a surveyor;
- Reviews irrigation and commercial plans and permits for compliance with standards;
- Processes inspection requests;
- Reviews and verifies documentation and computer data for finalized permits, issues certificates of occupancy, finalizes permits, and extends permits as needed;
- Assists the Fire and Rescue Division with verifying and approving addresses for building permits and licenses;

- Works in coordination with County government offices relative to tax parcel;
- Utilizes and maintains computerized data to include GIS and Permitting Software for research, analysis, Master Plan Maps, and other planning needs;
- Refers potential LMO or Building Code violation situations to appropriate Town staff;
- Approves, stamps, and signs off on elevations and site plans manually and electronically for citizens of Hilton Head Island for Emergency Permitting in the case of a disaster;
- Follows general and position-specific safety regulations and procedures; identifies, corrects and/or reports safety hazards (*See Safety Manual for details*);
- Performs emergency or disaster-related duties as assigned;
- Performs other directly related duties consistent with classification role and function.

Knowledge, Skills and Abilities

- Knowledge of Town policies and procedures;
- Knowledge of the Town LMO and Municipal Code;
- Knowledge of development codes and related ordinances;
- Knowledge of the Town's Building and Fire Codes Regulations;
- Knowledge of contractor licensing requirements;
- Knowledge of the principles, practices, methods, and strategies of urban and regional planning;
- Knowledge of basic principles of land management;
- Ability to interpret accounting reports and records and to analyze data for reporting purposes;
- Ability to read, comprehend, and translate maps and plans;
- Ability to perform basic accounting/mathematical functions;
- Ability to deal with difficult people in a courteous and professional manner;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Minimum Qualifications

- Associate's Degree in Secretarial Science, Business, Urban Planning or related; and
- Some customer service experience; or
- Any combination of education, experience, special qualifications and training that provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Work Conditions and Essential Physical Abilities

Principal duties of this class are performed in a general office environment and require the following essential physical abilities:

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body;
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound;
- Reaching: Extending hand(s) and arm(s) in any direction;
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely;
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.