

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

---

**JOB TITLE:** Development Review Technician  
**DEPARTMENT:** Sustainable Development  
**FLSA STATUS:** Non-exempt

---

**GENERAL PURPOSE:**

Performs technical or specialized work in the Planning division of the Sustainable Development department. Coordinates and processes development reviews and e-Plans/Permitting. Develops and maintains department webpages and analyzes work flows to improve processes. Work is performed under limited supervision, relies on experience and exercises independent judgement to determine best approach to achieve desired outcomes.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinates and processes development reviews
- Coordinates e-Plans/Permitting and acts as a liaison to IT for implementation
- Prepares and enters agenda items as per City's approved procedure and insures technical accuracy
- Prepares presentation materials for department including, but not limited to, graphics, videos and PowerPoint presentations
- Develops and maintains department web pages Communicates with staff, residents, and professionals providing clear, and concise information
- Analyzes work flows and recommends process improvements to increase performance and meet new goals
- Acts as backup for Business Tax Receipts and administrative tasks
- Performs related work as assigned and/or required

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Computer Science or related discipline; supplemented by a minimum of three (3) years of project coordination and process improvement in Graphic/Digital Media Design; an equivalent combination of education, certification, training, and/or experience may be considered.

Technical Certificate in Graphic/Digital Media Design is preferred.

Experience using Sitefinity, Granicus, and/or Community Plus software is preferred.

## **CITY OF COCONUT CREEK JOB DESCRIPTION**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge in graphic/digital media design and web fundamentals and development
- Knowledge in computer literacy and file organization and structure
- Knowledge of IT related terms and processes
- Skill in Microsoft Office products (Word, Outlook, Excel, PowerPoint, Publisher) and Adobe Photoshop
- Skill in providing good customer service
- Skill in attention to detail and accuracy
- Ability to effectively write technical language for agenda preparation
- Ability to communicate with staff, residents, and professionals providing clear and concise information
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to learn new software and/or technology quickly and stay up-to-date on emerging technology
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to organize and prioritize work for timely completion, as well as to balance business needs, customer needs, and business risk
- Ability to work with minimal supervision
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

**SENSORY REQUIREMENTS:**

Some tasks require visual acuity and manual dexterity. Some tasks may involve identifying and distinguishing colors.

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date