DEVELOPMENT REVIEW COORDINATOR
FLSA: Exempt
Grade 29 $66,359.29 - $106,174.89

GENERAL DEFINITION

The Development Review Coordinator is responsible for coordinating and administering development review processes within the Planning and Zoning Division of the Engineering and Community Development Department. This position manages application intake, public meeting logistics, statutory noticing requirements, and internal workflow tracking associated with land use and zoning applications.

The Development Review Coordinator serves as the central point of coordination for development applications from initial submittal through public hearing and final action. Responsibilities include ensuring procedural compliance, maintaining accurate and organized records, preparing meeting materials, coordinating interdepartmental review routing, and serving as recording secretary for assigned land use meetings and committees.

Work is performed under general direction and requires the exercise of independent judgment, attention to detail, and strong organizational and communication skills.

ESSENTIAL JOB DUTIES

The list of duties and functions outlined herein is representative of the type of tasks performed within this classification. They are not listed in order of importance. The omission of a specific duty does not preclude management from assigning related responsibilities as needed.

- Coordinates the intake, routing, and tracking of development applications, including rezonings, site plans, plats, variances, land use amendments, and related submittals.
- Serves as the primary point of contact for applicants regarding development review process timelines, submittal requirements, and procedural questions.
- Manage statutory noticing requirements including mailed notices, published advertisements, posted signs, and affidavit documentation in accordance with Florida law and City regulations.
- Prepare and assemble public hearing agendas, staff reports, exhibits, resolutions, and ordinances for Planning and Zoning Board, Development Review Committee, and City Commission meetings.
- Serve as recording secretary for assigned boards and committees, including preparation of meeting minutes and maintenance of official records.
- Coordinates preparation and compilation of agenda materials for development-related public meetings, including Planning and Zoning Board, Development Review Committee, and other assigned bodies.
- Ensures compliance with statutory notice requirements, public meeting procedures, and applicable City policies.
- Tracks application milestones, conditions of approval, and required follow-up actions to ensure accountability.
- Maintains accurate records of applications, meeting materials, staff reports, and related documentation in accordance with public records requirements.
- Provide procedural guidance to applicants, consultants, and members of the public regarding zoning processes and application requirements.
- Monitor workflow status and provide regular updates to division leadership regarding active applications and upcoming agenda items.

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- Support continuous improvement of internal processes to increase efficiency, transparency, and accountability within the development review function.
- Responds to public inquiries regarding development applications and processes in a professional and timely manner.
- Assists with special projects and assignments as directed by the Assistant Director or Director.

KNOWLEDGE, SKILLS & ABILITIES

The role requires strong knowledge of municipal operations, administrative governance processes, and development-related functions. The position serves as a key operational link between administrative staff, division managers, executive leadership, and external stakeholders. This position plays a critical role in maintaining the integrity, efficiency, and transparency of the City's development review process and directly supports the City's long-term planning and economic development objectives.

- Knowledge of municipal planning and zoning processes.
- Knowledge of land development regulations and public meeting procedures.
- Strong organizational and time management skills with the ability to manage multiple active applications simultaneously.
- Strong written and verbal communication skills.
- Ability to interpret and explain zoning and procedural requirements to applicants and the public.
- Ability to maintain accurate records and ensure procedural compliance.
- Proficiency in Microsoft Office Suite and relevant planning or permitting software systems.
- Strong customer service orientation and professional communication skills.
- Ability to establish and maintain effective working relationships with staff, applicants, consultants, and members of the public.
- Ability to exercise sound judgment and handle time-sensitive matters with discretion.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in Urban Planning, Public Administration, Geography, Business Administration, or a closely related field, supplemented by three (3) years of progressively responsible experience in municipal planning, zoning administration, or development services coordination. Additional qualifying experience may be substituted on a year-for-year basis in lieu of the required education.

Must possess and maintain a valid Florida Driver's License.

PREFERRED QUALIFICATIONS

- Experience working in a municipal planning or development services environment.
- Experience coordinating public meetings or quasi-judicial proceedings.
- Experience with development tracking software or electronic plan review systems.
- Experience preparing agenda materials and staff reports.
- Knowledge of Florida statutory public notice requirements related to land use actions.

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