



The City Beautiful

City of Coral Gables Job Description

Job Title: Plans Coordinator Assistant
Department: Development Services
Classification: 1109
Pay grade: 15C
FLSA: Non-Exempt

Prepared Date: 10/2013

Approved By:

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Summary

Performs technical and advanced clerical work processing plans in the Development Services Department.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Duties described below are not performed by all Plans Coordinator Assistants.

Reviews applications and submittals for completeness and assigns process numbers.

Verifies property ownership, contractor licenses, and insurance are updated in the department's databases.

Reviews plans and submittals to determine the appropriate plan review process.

Tracks plans throughout the plan review process to ensure compliance and provides status to the public.

Calculates square footage, applies formulas and collects fees.

Issues permits and calculates bond amounts for construction projects.

Schedules and enters inspections results.

Prepares and processes meeting agendas.

Creates monthly and yearly reports, mailings, and other notifications for the department.

Processes cancellations and permit refunds.

May be designated as the department IT liaison.

Maintains various records. Files plans and maintains plan filing system. Performs monthly and annual maintenance of electronic and paper files.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the procedures for submitting construction plans, mathematics, geometry, legal description formats and office procedures is required. The ability to read maps and blueprints is essential. Good oral and written skills are needed. The ability to work independently and also as part of a team is required. Good organizational skills needed to maintain organized records, complete complex forms and maintain filing systems. Good computer skills in Microsoft Word, Outlook, and Excel. Good interpersonal skills needed to interact with the general public. Must have knowledge of the internet and the knowledge and ability to conduct research to obtain property ownership and contractor information.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines. Work is predominantly indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

A high school diploma or equivalent is required.

Three years of field or office experience in technical construction related work is required. Clerical experience and blueprint experience is also required.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Valid Florida Driver's License.