



City of Grimes (IA)
Development Services Coordinator

SALARY	\$24.00 - \$25.86 Hourly	LOCATION	Grimes Community Center, IA
JOB TYPE	Full-Time	JOB NUMBER	202400004
DEPARTMENT	Development Services	OPENING DATE	07/18/2024
CLOSING DATE	8/18/2024 11:59 PM Central		

Job Summary

The Development Services Coordinator is responsible for all clerical, project management, and customer service work performed in the Development Services Department, particularly as it pertains to managing all workflow of permits, inspections, development submissions, and other department activity. The Development Services Coordinator will receive and process permit applications, manage the files and workflow for all department business, and support the building inspectors, Building Official, and Development Services Director. Additional projects and tasks may be assigned as necessary.

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Essential Duties

- Serve as first point of contact for all for walk-in and phone customers and field inquiries for all processes and services provided by the department.
- Process and schedule inspection requests and coordinate with the Building Official.
- Process permit applications for commercial, residential, rental properties, and related projects in the City of Grimes.
- Serve as file manager for the department documents.
- Review project submittals for completeness and transmit to permit and development review team.
- Prepare invoices, monitor payment, and follow up on past due accounts for all receivables and receive invoices and code for payment for all payables.
- Assemble and distribute packets and act as recording secretary for all boards/commissions staffed by the Development Services Department.
- Prepare and distribute monthly department reports.
- Update the department webpage as needed.
- Provides such additional duties as assigned or necessary.

Periodic Responsibilities

- Attend evening meetings as necessary.

Qualifications

Education/Experience

High School Diploma or GED (Associated Degree preferred), 3-5 years' experience in office coordination/management experience, or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.

Knowledge and Skills

- Knowledge of computers, telephones and other office equipment adequate to perform the requirements of the position.
- Knowledge and experience in Microsoft Access or similar database management systems preferred.
- Must have basic knowledge of grammar and spelling and sufficient mathematical knowledge to calculate fees, reports and bookkeeping.
- Ability to work in an occasionally fast-paced environment and manage multiple tasks and projects all at once.
- Ability to communicate effectively in person, by telephone and by email with all levels of City employees, officials, vendors and the public.
- Ability to think logically, organize, prioritize and carry out office work with minimal supervision.

Working Conditions and Physical Requirements

- Light work exerting up to 20lbs of force frequently and/or a negligible amount of force constantly to move objects.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.
- Ability to stand or sit, walk, use hand/fingers to handle or feel, talk/hear, see and repetitive motion.

Agency

City of Grimes (IA)

Address

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Websitewww.grimesiowa.gov