



## JOB DESCRIPTION

**Job Title:** Project Coordinator      **Reports to:** Town Clerk/Town Manager

**Prepared by:** \_\_\_\_\_      **Approved by:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_      **Last Revision Date:** \_\_\_\_\_

### SUMMARY

The Project Coordinator is responsible for explaining regulations relating to the Town Code including zoning, land use, planning, design review, disabled assess, and related codes to the public. Takes direction primarily from and reports initially to the Town Clerk and Town Manager. It requires the ability to sit at a workstation for extended periods, climb stairs, and carry up to 25 lbs.

### PRIMARY RESPONSIBILITIES

1. Interprets all Town Building, Zoning, Subdivision, and Property Maintenance codes.
2. Initiates appropriate action to enforce current codes.
3. Makes recommendations to improve the Town Ordinances.
4. Enforces state and local regulations concerning construction and maintenance.
5. Determines what zoning district a property lies within the town.
6. Reviews building plans, subdivision plans, site plans, and construction improvement plans for compliance with Town codes.
7. Performs on site inspections for building and new construction within town limits for compliance with Town Codes.
8. Serves as the coordinator for the ADA, CRS program, and Flood Plain Manager.
9. Acts as liaison between the town and residential property owners, federal, state, and local officials, the attorneys to answer building construction or other related inquiries.
10. Addressing new subdivisions for 911 services and postal locations.
11. Handles all applications for Planning and Zoning, Historic Review Board, and Board of Adjustment meetings and public hearings including but not limited notifications, posting of sites, mailings, minutes, and filing, as directed in the Town of Milton ordinances.
12. Handles all applications for Annexation and Rezoning from the initial Town Council meeting to Planning and Zoning Public Hearing, State Plan of Services application, meeting with property owner and engineer, and Town Council public hearing and resolution including but not limited notifications, posting of sites, mailings, minutes, and filing, as directed in the Town of Milton ordinances.
13. Represents the town in meetings with contractors, architects, engineers, and developers. Meets with town appointed committees and member of related committees as directed.
14. Records minutes for the Planning and Zoning Commission, Historic Review Board, and Board of Adjustment meetings accurately using recorder software.

15. Responds to all inquiries in a timely and courteous manner, providing information within the scope of knowledge and authority, and referring to higher classification employee as applicable.
16. Analyzes data to determine answers to questions from customers or members of the public.
17. Adheres to all town policies, procedures, and ordinances and Town Charter.
18. Prepare and distribute monthly reports to the Mayor and Town Council.
19. Other related duties as assigned by Town Clerk or Town Manager.

**ADDITIONAL RESPONSIBILITIES**

1. Supervises the Code Enforcer.
2. Occasionally fills in for the Code Enforcer.
3. Files and maintains records.
4. May perform portions of the work of higher classified positions occasionally, as assigned.

**EDUCATION/QUALIFICATIONS**

Position requires a high school diploma or equivalent education. Post High School related course work preferred.

**KNOWLEDGE AND SKILLS**

Requires considerable knowledge of zoning laws and the Town of Milton code; must quickly acquire considerable knowledge of the town's functions, procedures, purpose, and applicable ordinances; technical training in the areas of building construction and inspection; experience and/or training which provide an equivalent to a minimum desirable employment standard; have a sound knowledge and ability in business correspondence and an ability to proofread for grammar, spelling, and punctuation with a high degree of accuracy; have some experience with word processing and the ability to learn spreadsheet programs and data entry; be able to read and interpret maps; and be detail-oriented and accurate (i.e. with numbers and street locations). Position requires training or experience in general office procedures, policies, and methods; knowledge in the use of office equipment, strong verbal and written communication skills; experience in dealing with the public; ability to use good judgment in the completion of a variety of work situations; ability to organize, multi-task, and plan work to meet deadlines; and knowledge of computer programs including word processing and spreadsheets. Visibility requires maintaining a professional appearance and providing a positive company image to the public.

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Employee Signature

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Date

***NOTE:** By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*