Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

**ILLUSTRATIVE DUTIES**

Technical work reviewing and commenting on residential and commercial pre-construction plans, waivers, minor and major plan modifications, planned developments, plan reinstatements and extensions, variances, conditional use, district and sub-district changes, and platted developments for duplication of roadway names, correct road type and lot configuration. Coordinates with the City municipalities, overseeing platted developments inside the City boundaries in order to assign addresses, approve roadway names, road type and lot configuration. Serves as an integral part of the Development Review Committee (DRC) review process. Assigns addresses to finalized plats. Oversees the inputting and updating of plat and plan information into the Development Management System (DMS). Coordinates with Development Services, Planning, Parks and Recreation, County Attorney’s Office, County Engineer, Utilities, County Transportation, Engineering, Inspections and the Fire Marshal for the enforcement of the Land Development Code (LDC) and various County ordinances. Represents 911 Addressing in all matters concerning the DRC and LDC. Assist in emergency management activities a deemed appropriate by the director. Performs related duties as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Ability to learn addressing, roadway naming/renaming procedures. Ability to perform field verification activities. Knowledge of the geography of the County. Ability to learn and interpret maps, aerial photos and legal descriptions, plat maps and various agency maps. Ability to interpret the 911 Addressing Ordinance as it pertains to the Land Development Code. Ability to work within time constraints and meet deadlines. Ability to complete, prepare and maintain records, reports, maps and files. Ability to promptly and accurately complete job related forms. Ability to use independent judgment in daily operations. Ability to communicate effectively, both orally and in writing. Ability to type and perform keyboarding activities. Ability to work in a professional and effective manner with other employees, contractors, developers and the general public. Ability to establish and maintain an effective and courteous working relationship with the general public, other employees and other agencies. Ability to type and perform keyboarding activities. Ability to operate a telephone, xerographic copy machine, computer printer, personal computer and software. Knowledge in computer database systems. Ability to bend, stoop, sit, stand and drive.
DEVELOPMENT REVIEW TECHNICIAN I
(Continued)

MINIMUM QUALIFICATIONS

Graduate of an accredited high school or possess an acceptable equivalency diploma and have a minimum of five (5) years clerical experience, including five (5) years experience using database computer systems (i.e.: Word Perfect, Access, CMS/IMS), one (1) year addressing experience, two (2) years experience planning, evaluating and directing the work of others and five (5) years in a customer service environment.

Must possess a valid driver’s license and be able to obtain a valid Florida driver’s license at the time of employment.

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

SPECIAL PREFERENCES

Experience in reading land-legal descriptions, maps and plats. Familiarity with the DRC review process and the LDC.

SPECIAL REQUIREMENT

This position may be required to report for work when a declaration of emergency has been declared in Polk County.