

IMPACT FEE COORDINATOR

MAJOR FUNCTION

This is a professional position responsible for coordinating and administering the County's impact fee program as required by impact fee ordinance(s).

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Coordinates, implements, and maintains records of all aspects of the assigned impact fee programs.
- Reviews and calculates appropriate impact fees on residential and commercial building.
- Reviews and makes recommendations to the Board of County Commissioners for credits, rebates, transfers, and refunds.
- Reviews and coordinates independent impact analysis applications for reduction of fees.
- Maintains collections records and data files countywide, to include municipalities.
- Prepares periodic reports of impact fee accounts, collections, and expenditures.
- Provides information regarding classification of structures and replacement structures.
- Administers deferred payment program.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the Count, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

This position has no supervisory responsibility.

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EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

Bachelor Degree from four year college or university; two years related experience or training; or equivalent combination of education and experience.

Licenses

Valid Florida Driver License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to make effective presentations on controversial or complex topics to top management, public groups, and/or boards.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Problem Solving Abilities

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records and, procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.

Specialized Skills and Abilities

- Familiarity with development permitting and impact fee processes.
- Understanding of basic principles and applications of impact fees.

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- Ability to work independently with minimal supervision and to schedule and coordinate work.
- Ability to comprehend maps, blueprints, and reports and apply the information to the fee schedule for appropriate calculation of impact fees.
- Ability to coordinate periodic reviews of impact fee standards and criteria.
- Ability to communicate tactfully and effectively with other employees and members of the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment.

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl, and to lift up to fifty pounds; will regularly be required to reach with hands and arms, and to lift up to 25 pounds; and will frequently be required to sit, use hands to finger, handle, or feel talk or hear. Vision requirement is close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level for this environment will be moderate.

Established: 10/99

Pay Grade: 13

Job Description Number: 3045

Category: 3

Status: NE

Revised:2/2004