

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Project Coordinator II

BAND: B B	GRADE: 2 3	SUBGRADE: 5 2	CLASS CODE: J23-6325
DEPARTMENT: Public Services - BFS	ACCOUNTABLE TO: Varies	JOB FAMILY: Community Development	OVERTIME STATUS: Non-Exempt

JOB SUMMARY: The position is the county's primary point of contact with customers seeking approval of development permits that typically require public notice or a public hearing. This position interacts with customers and the general public to: Inform and explain county permitting requirements and processes, intake permit applications, resolve permitting issues and advise of permit decisions. Interacts with other staff to coordinate permitting activities. The position also develops software training best practices and procedures, and trains department staff in department-specific and countywide programs.

DISTINGUISHING CHARACTERISTICS:

The Project Coordinator II is the second level of a three level job series. The Project Coordinator II differs from the Plans Examiner in that the position processes multiple or complicated permits for approval based on the review, interpretation of regulations and recommendation from the Plans Examiner.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (position assignments may vary.)	BAND/ GRADE
1	Coordinates the processing of more complex development projects, activities, and approvals with other departments, regulating agencies, and municipalities; functions as the primary point of contact on assigned development project for the applicant, public, staff and decision makers; requests the assignment of appropriate multidisciplinary team members for assigned projects from department managers and ensures that appropriate levels and functions and staff are needed to make decisions.	B2
2.	Acts in a lead capacity for project coordination staff, including prioritizing, assigning, scheduling, and reviewing workflow; Ensures that work projects are completed and carried out in compliance with state law, rules, regulations, and policies; participates in development and implementation of operational procedures, and provides staff training and cross training to Budgeted staff and interns. Determines how to communicate necessary training; implements and supervises training. Elevates policy decisions to appropriate higher authority.	B2
3.	Responds to requests for information; references zoning, development, building, flood hazard, Code Enforcement, fire code ordinances, legal access, septic clearance and Yakima County Water Resource System requirements; explains code applicability and informs the public of land use, existing and future building uses, and property location requirements; refers policy decisions and/or code interpretations to appropriate decision-making authority.	B2
4.	Designs, creates, administers, and troubleshoots database applications to collect and store the department's permit data. Writes queries and reports for internal and external customers' data needs.	B2
5.	Assists in the responsibility for overseeing, troubleshooting, configuring, and providing training for more complex departmental software (e.g., Tidemark, GIS, Gov Q&A, and Accela). Develops complex software best practices to meet the division's needs. Offers training and modifies training approach based on staffs' various skill levels and needs.	B2
6.	Performs other duties as required.	

Knowledge of: (Position requirements at entry):

Knowledge of:

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- Supervisory theories, practices, and principles;
- Grammar, spelling, and punctuation;
- File maintenance techniques;
- Customer service techniques; and team building concepts;
- Terminology, laws, rules, and regulations governing area of assignment regarding the processing of development projects;
- Project management, public administration, organizational management, and team building theories, practices, and principles;
- Knowledge of land development regulations and construction codes;
- Knowledge of software programs including Microsoft products, and integrated permit management systems;
- Technical program development methods and techniques;
- Research methods and analysis techniques;
- Office practices and procedures.

Skills (Position requirements at entry):

Skill in:

- Assigning, monitoring, and evaluating the work of others;
- Handling multiple tasks;
- Resolving complex problems;
- Applying customer service techniques;
- Developing, implementing, and enforcing office/departmental policies and procedures;
- Using proper grammar, spelling, and punctuation;
- Performing basic mathematical calculations;
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public; Communication, both oral and written, sufficient to exchange or convey information and to give and receive work direction;
- Proficiency in Microsoft software application products including Word, Excel, Access, and Outlook;
- Proficiency in Accela and
- Managing projects and prioritizing time and tasks;
- Establishing and maintaining effective interpersonal relationships with County and other officials at all organizational levels;
- Communications, oral and written, sufficient to exchange or convey information and to receive work direction;
- Developing training programs for, and instructing and training department staff on, the proper use of the department's building permit and public disclosure software applications;
- Developing, implementing, and maintaining department procedural guidelines for the use of software applications;
- Using computers, email, Internet, and related software applications;
- Using office equipment such as printers, calculators

Training and Experience (Position requirements at entry):

Associate degree in a Planning, Engineering, Architecture, Building Technology or related field plus four years of experience emphasizing customer service or project management including one year's experience facilitating the training of others; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

Preferred:

- Knowledge of Building Construction
- Ability to speak and understand Spanish
- Experience with Accela or configuration with databases;

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Licensing Requirements (Position requirements at entry):

- Valid US Driver's license and proof of insurance, if requested
- Successful completion of a general employment verification;
- Required: ICC Permit Technician certification is required within one year of appointment.

Working Conditions: Position may have the potential exposure to the following:

Environment: Excessive noise, exposure to weather, extreme temperatures, moving/mechanical parts, pathogen exposure, vibration, travel. work in locked down facilities, field work, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:

New: 10/21

Revised: 12/22