

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

BAND: B B	GRADE: 2 3	SUBGRADE: 4 1	CLASS CODE: J23-6324
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 do not 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.			
DISTINGUISHING CHARACTERISTICS: The Project Coordinator I is the first of a three level job series. The Project Coordinator I differs from the Project Coordinator II in complexity of development projects assigned that require multiple or complicated permits for approval and lead work assigned.			
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (position assignments may vary.)		BAND/ GRADE
1	Coordinates the processing of less complex development projects from pre-application assistance to project close-out. Informs customers of County requirements regarding permits; intakes applications; issues building, fire code, flood hazard, YCWS (Yakima County Water Resource Systems) and other similar permits; checks applications, documents, legal access, septic clearance and construction plans for completeness and compliance with requirements and/or refers the compliance and technical review to appropriate technical review staff.		B2
2.	Approves permits meeting prescribed criteria within defined delegated authority; refers permits outside delegated authority to appropriate approving authority; enters all project data into integrated permit management system and tracks project approval process to ensure project reviews meet established performance measurement standards. Determines structure types and calculates permit fees and reviews plans for structural details, completeness and accuracy.		B2
3.	Reviews prior documentation and determines that all identified project requirements have been met; ensures appropriate sign-offs for permit decisions; coordinates revisions to approvals if construction or design changes occur; assures project close-out activities are completed in a timely manner.		B2
4.	Compiles written materials for the project record; creates and maintains the project diary and ensures that active project files are maintained in the data base as the official record of issues, decisions, contacts, project assumptions, schedules, and fees; assembles submittal requirements, staff project reports, and other written reports for the project; records permits; prepares periodic reports or statistical information.		B2
5.	Responds to requests for information; references zoning, development, building, flood hazard and fire code ordinances; 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
6.	Performs other duties as required.		
Knowledge of: (Position requirements at entry): Knowledge of: <ul style="list-style-type: none">• Fundamental concepts of land development regulations and construction codes;• Terminology used in processing development projects;• Development review processes;• Customer service techniques;			

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- Team building concepts; and
- Fundamental mathematics.

Skills (Position requirements at entry):

Skill in:

- Using a personal computer and related software applications, and operating basic office equipment;
- Reading and interpreting construction drawings, site plans, maps, aerial photos, legal descriptions, and recorded documents;
- Understanding deadlines and balancing work priorities;
- Preparing reports; Maintaining files and records;
- Understanding, following, and applying County and department policies and procedures;
- Solving problems, resolving conflict and building teams;
- Facilitating meetings;
- Researching and applying laws, codes, ordinances, and regulations;
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public;
- Speaking clearly; writing and graphically illustrating in order to convey general and technical information; and to give and receive direction;
- Researching permit records and verifying permit approvals for recording documents; and
- Using and making mathematical calculations to determine square footages and lot coverage.

Training and Experience (Position requirements at entry):

Associate degree in a Planning, Engineering, Architecture, Building Technology or related field plus three years of experience emphasizing customer service or project management including one year's experience in an architecture, land development, planning, engineering, construction or related industry environment; 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;

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 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