THE CITY OF KNOXVILLE

CIVIL SERVICE

JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

6026 Development Services Coordinator 3/11/2020

(Entry-Level and Promotional)

(extended deadline)

Drug testing may be required

ENTRY-LEVEL SALARY: $51,826 annually
PAY GRADE RANGE: $51,826 - $78,931 annually (Pay Grade 9)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to http://www.knoxvilletn.gov/jobs. You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by 4:30 p.m. on: Friday, March 20, 2020.

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College transcripts (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email hbroyles@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from a CHEA accredited four-year college or university with a major in public administration, business administration, planning, engineering, architecture, or a related field.
- Five (5) years of experience in an office environment which included the interpretation of technical materials (i.e., laws, rules, regulations, etc.)

PREFERRED QUALIFICATIONS

Preference may be given to applicants with experience in the building construction, property maintenance or zoning fields.

EXAMINATION

Training and Experience Questionnaire (100%).

Note: Background checks will be conducted.

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.
GENERAL DESCRIPTION

Under administrative direction, performs work of considerable difficulty in assisting the Deputy Director of Plans Review and Building Inspections, and Neighborhood Codes in coordinating personnel and systems to maximize efficiency and effectiveness to the benefit of Knoxville customers.

ESSENTIAL FUNCTIONS

Assists the Deputy Director in planning, organizing, and administering all division programs and procedures to accomplish division goals and objectives.

Consults with individuals and organizations (i.e., citizens, engineers, architects, contractors, sub-contractors, property owners, attorneys, home builders, realtors, developers, insurance companies, lending agencies and various local, state and federal government officials) regarding permitting issues.

Coordinates and supervises the activities of administrative, technical, and clerical personnel.

Plans staff assignments to ensure that projects are completed in a timely, efficient manner.

Prepares reports and makes public presentations as needed.

Investigates and makes decisions on citizen inquiries, requests for service, requests for documents and complaints.

Serves as expert witness in relevant City court cases.

Analyzes a variety of data and makes recommendations and/or projections as necessary.

Coordinates all personnel-related matters with the Civil Service and Finance Departments.

Reviews the routing of correspondence for situations which would violate protocol and disrupt organizational integrity and administrative channels.

Serves as department coordinator for all software systems.

Confers with personnel of Information Systems Department regarding testing and enhancements to permitting program.

Monitors department website, suggests improvements, and coordinates with appropriate staff to ensure updates and enhancements are implemented.

Performs related work as requested.

MARGINAL FUNCTIONS

None indicated

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of all applicable laws, rules, and regulations.

Knowledge of architectural and engineering principles of building construction.

Knowledge of budgeting and federal grant procedures.

Knowledge of city and state building codes.

Knowledge of governmental and general accounting theory and practices.

Knowledge of modern office practices, procedures, and equipment.

Knowledge of procedures and practices of City government and its operating agencies.
KNOWLEDGE, SKILLS AND ABILITIES (cont.)

Knowledge of research practices and techniques.
Knowledge of the principles and practices of management and supervision.
Knowledge of the principles of public administration.
Knowledge of zoning layout of the City.
Skill in formulating ideas and presenting them in an effective manner.
Skill in handling complaints and dealing with problems.
Skill in preparing written position papers, policy interpretations, and program reports.
Skill in public relations, promotional activities, and public speaking.
Ability to assist in the administration of complex programs.
Ability to develop administrative goals and timetables.
Ability to establish and coordinate task force and committee organizations.
Ability to establish and maintain effective working relationships with the public and other employees.
Ability to establish and maintain long and short range goals and objectives, policies, and procedures.
Ability to evaluate situations and make decisions.
Ability to express ideas clearly, concisely and convincingly--both orally and in writing.
Ability to interpret, develop, and apply a broad understanding of rules, regulations, policies and procedures.
Ability to organize and interpret technical data.
Ability to plan, organize, assign, supervise, direct, and inspect the work of others.
Ability to work under pressure and meet deadlines.

PHYSICAL REQUIREMENTS

This position consists of primarily light work, requiring the incumbent to exert up to 20 pounds of force occasionally, and/or 10 pounds (or less) of force frequently, in order to lift/carry, push/pull, or otherwise move objects. The job usually requires walking or standing to a significant degree. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

This position uses logic and/or scientific thinking to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

Graduation from a CHEA accredited four year college or university with a major in public administration, business administration, planning, engineering, architecture, or a related field.

Five (5) years of experience in an office environment which included the interpretation of technical materials (i.e., laws, rules, regulations, etc.)

Preference given to those with experience in the building construction, property maintenance or zoning field.