



Job Title: Community Development Official

Department: Administration

Reports to: City Administrator

Effective Date: Immediately Upon Hire

Job Summary:

The Community Development Official handles the issuance of all building permits and associated tasks; administers business and pet licensing; aids in data entry for accounts payable and cash receipt processing; responds to phone and in-person inquiries on various topics and directs them; accordingly, performs other office-related responsibilities.

Supervisory Responsibilities:

- None

Duties and Responsibilities:

- This position will serve as the Building Department Coordinator by providing exceptional customer service to all citizens and members of the public regarding inquiries. This includes form completion, handling the permit process, assessing plan submission requirements, working with Colorado Code Consulting (CCC) as needed and submitting quarterly permit reports to the Teller County Assessor.
- Manages all code violations by investigating citizen complaints concerning potential code breaches according to current Council policy and determining appropriate courses of action particularly in cases of imminent danger.
- Evaluates all zoning requests by examining zoning applications, explaining the process, and providing staff recommendations to City Council.
- Completes data entry of cash receipts and accounts payable and assists with bank deposits.

- Administers the short-term rental licensing and issues business and pet licensing.
- Assists the City Administrator and City Clerk as necessary.
- Performs historical appropriateness assessments on applications concerning buildings deemed contributing to the National Historic District and regulated under the Historic Zoning Code.
- Collaborates with the Main Street Manager to identify Historical Preservation Resources and implements Historical Preservation Awareness campaigns.
- Is a champion for economic diversification on behalf of the City by advocating for suitable development within the commercial district.
- Other duties as assigned.

Required Skills and Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong understanding of accounting principles.
- Strong ability to work with minimal supervision.
- Ability to partner with State and Federal agencies.
- Ability to prioritize tasks and manage workload.
- Ability to clearly understand, interpret, and apply Community Development, building and zoning codes and related rules and regulations.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

Education

High school diploma or equivalent and possession of a valid Colorado driver license or the ability to obtain by date of hire are required.

Associate degree is preferred.

Experience:

A minimum of 2 (two) years of related experience is preferred.

Certifications:

None

Physical Requirements:

Must be able to lift up to 15 pounds at times.