

CLASS SPECIFICATION FOR
Community Development Supervisor

GENERAL STATEMENT OF DUTIES: Performs technical paraprofessional engineering/planning/code compliance and supervisor work in the Community Development Service Center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible and technical paraprofessional engineering/planning/code compliance duties and also supervises the Community Development Technicians in the provision of information and services related to Public Works, Public Utilities, Building Inspections, and Planning. Direct supervision and guidance is received from the Director and Assistant Director of Community Development. Supervision over clerical personnel.

EXAMPLES OF WORK (illustrative only):

- Coordinates the receipt of building, electrical, mechanical/plumbing and other permits and their fees for the Community Development service center, ensuring proper documentation of receipt and fees collected and the preparation of monthly reports related to permits and fees;
- Oversees the review of all permit applications before they are sent for processing at the relevant departmental level, and also the issuance of building permits;
- Maintains the effective and efficient functioning of all related application/issuance/records-keeping automated systems and technology;
- Coordinates the daily operation and function of the Eastern Government Center office;
- Provides information to the public concerning County procedures and ordinances and handles complaints, ensuring that questions and complaints are directed to the appropriate sources/representatives;
- Serves as primary liaison to representatives of other County departments and solicits and provides information on complex technical questions/concerns;
- Supervises and evaluates technical and clerical personnel;
- Coordinates timely filing and the updating of existing records/plats to ensure the most current information is available to the development community and to the public;
- Manages Community Development Operational budget, payroll, and purchases;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the principles and practices of civil engineering and/or planning; knowledge of all types of building and utility construction practices and methods; ability to read and interpret maps, plans, blueprints and specifications; considerable knowledge of County building, utility, and State codes; solid familiarity with the permit application and issuance process; ability to prepare detailed design plans and engineering specifications; proven familiarity with and ability to effectively use a personal computer and applicable related software; good customer relation skills and the ability to work effectively with and to develop good public relations with engineers, architects, developers, and the public; good office management and staff development skills; proven organizational and records-keeping skills; ability to plan and effectively supervise the work of technical and clerical employees.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a two (2) year associate's degree in a related engineering or planning discipline and four (4) years of related paraprofessional engineering or planning experience, including one (1) year in a supervisory capacity; OR any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.