



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Concurrency Administrator  
**Department:** Building & Zoning  
**Classification:** 1111  
**Pay grade:** 21C  
**FLSA:** Non-Exempt

**Prepared Date:** 7/06  
**Approved By:**  
**Approved By:**

### **Summary**

Administrative and technical work in the application and enforcement of the City's Concurrency Management Program. Determine compliance with all regulations as well as City and Zoning codes. Exercises some initiative and independent judgment under the general direction of a supervisor.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Examines and analyzes construction, development and new business plans for commercial, multifamily, University of Miami, special use and replats. Reviews and processes Certificate of Use applications.

Determines change of use and change of occupancy. Determines conformity with concurrency regulations, parking regulations, and related City and Zoning codes. Conducts property research. Utilizes computer program to evaluate availability of infrastructures. Assesses fees. Approves and signs plans, development orders and Certificates of Use applications.

Organizes, conducts, and participates in Preliminary Review Board meetings. Serves as the Board's chairperson. Reviews applications for new developments or change of occupancy. Makes recommendations for approval or requests for additional information.

Reviews and approves alcoholic beverage license applications. Determines compliance with related ordinances, state regulations, zoning and fire codes.

Explains concurrency and certificate of use regulations and requirements to the public, verbally and in writing. Outlines procedures for mitigation and appeals. Prepares legal notices, agendas, hearing notices. Makes arrangements for appeal hearings.

Attends conferences and reads new ordinances and statutes to keep abreast of legislative changes related to concurrency issues. Develops and writes procedures.

Performs related duties as required.

## **Knowledge, Skills, and Abilities**

Knowledge of the City's Concurrency Management Program and Florida Statute 163. Knowledge of the City's Comprehensive Plan. Knowledge of related City Codes, Zoning Codes, and South Florida Building Codes. Knowledge of Certificate of use requirements and procedures. Knowledge of alcoholic beverage license requirements and related ordinances, state regulations, fire and zoning codes. Knowledge of University of Miami Area Development requirements (UMCAD). Knowledge of plans processing procedures. Knowledge of Preliminary Review Board policies and procedures.

Ability to read and analyze construction and development plans. Ability to understand, implement, explain and enforce technical regulations and procedures. Ability to understand traffic requirements, and related fire and plumbing codes. Ability to conduct meetings and give presentations. Ability to make independent decisions. Ability to communicate professionally with architects, engineers, contractors, attorneys and various outside organizations. Ability to operate computer and required software programs. Ability to develop and write procedures. Ability to make mathematical computations. Ability to conduct research. Good verbal and written communication skills are necessary.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Minimum Education and Experience**

Graduation from high school or equivalency.

Minimum two years of college course work in architecture, engineering, planning or related field.

Minimum four years of experience as a Zoning Technician.