

Job Description: Community Development Plans & Standards Administrator

Department: Public Works/Community Development

FLSA Status: Non-Exempt

Last Revised: July 2017



Summary

This position is an administrator of The Landings Association's (TLA) Covenants and Private Property Maintenance Standards for both new and existing homes. For new construction, this is achieved by working closely with property owners, architects, realtors, and builders throughout the permitting and approval process and performing inspections of homes under construction. For existing homes, this position works closely with property owners who are in violation of the covenants and maintenance standards by guiding them through the resolution process for compliance.

Organizational Relationships

This position reports directly to the Community Development Manager and is a member of the Plans and Standards team. Has a high level of personal interaction with property owners, renters, vendors, employees, realtors, Appeals Panel members and other TLA committee members.

Duties and Responsibilities

1. Has thorough knowledge and comprehension of all TLA requirements and Plan Review Standards, Property Maintenance Standards, Rules and Regulations and Covenants.
2. Review plan submittals for new construction or property improvements to ensure adherence to guidelines & covenants and present to the Architectural Review Committee for approval.
3. Provide guidance and recommend solutions to customers to facilitate property improvement and compliance, and address complaints and issues.
4. Performs Inspections of 1) current properties for compliance with Private Property Maintenance Standards and Covenants and 2) residential construction to ensure work complies with guidelines, covenants, regulations and approved plan specifications.
5. Facilitate enforcement activities when non-compliance issues are discovered by working through the compliance process with the property owner and regularly communicate through phone calls, emails, notices, and site visits to ensure expectations, deadlines and resolution options have been clearly defined.
6. Maintains a database on inspection activity.
7. Maintain Architectural Guidelines and standards, and create and recommend changes as needed regarding policies and procedures to the General Manager and Board of Directors.
8. Act as a key staff resource to the ARC and Appeals committees and provide pertinent information on properties being reviewed; prepare agenda and supporting information for regular architectural review meetings.
9. Assist in the planning and coordination of stakeholder meetings and special events that highlight ARC guidelines and encourage home renovations and sustainability practices.
10. Understanding of GIS principles, applications, processes and data collection.
11. Create maps, reports and visuals for Department Directors, Committees and Board utilizing GIS.

12. Conducts training and prepares documents including articles to educate residents and employees about TLA Covenants/ Rules and Regulations and Private Property Maintenance Standards.
13. Prepares routine staff reports on Covenant compliance activities for reporting to the Board of Directors.
14. Provides documentation and conducts investigations, which may require Appeals Committee or court testimony.
15. Understands the Vision, Mission and Strategic Plan of TLA and how his/her position impacts its success.
16. Participates in special events and employee teams sponsored or co-sponsored by TLA.
17. Performs other duties as directed.

Knowledge, Skills, and Abilities

- Ability to work independently to accomplish department goals
- Ability to influence others in a tactful and diplomatic way
- Able to exercise sound judgment and discretionary decision-making in accordance with policies
- Excellent interpersonal and conflict resolution skills, with the ability to accurately read a person's body language and choose an appropriate response
- Strong written and oral communication skills; good listener with the ability to accurately communicate community standards and expectations
- Ability to write detailed reports as well as design and make presentations
- Strong computer skills, with proficiency in MS Word, Excel, Outlook, PowerPoint, and smart phone/iPad applications
- Highly organized, with strong planning skills and ability to maintain accurate and timely records
- Ability to learn and become proficient in ABDi CMS, ABDi Property, Milestone, TimeForce and other related software
- Strong knowledge and thorough understanding of The Landings' rules, regulations, covenants and Private Property Maintenance Standards, the enforcement mechanisms (including fines and suspension of privileges) and the demonstrated ability to enforce consistently and fairly
- Thorough understanding of Chatham County ordinances
- Strong Knowledge of The Landings' geography and roads
- Ability to operate a motor vehicle safely while on normal business and during emergency situations
- Ability to observe, analyze and alleviate any abnormal conditions encountered
- Ability to read a map and provide directions
- Ability to operate in a stressful environment and in extreme weather conditions

Minimum Job requirements

- Bachelor's degree in urban/regional planning, engineering, architecture, public administration, historic preservation or related field strongly preferred.
- At least 2 years' related field experience strongly preferred.
- Knowledgeable of the principles and practices of housing renewal and land use, with an understanding of county zoning and ordinances.
- General knowledge of arboriculture and landscaping, construction site preparation, and drainage
- Ability to read and measure drawings and blueprints required.
- A valid driver's license and insurability at normal risk rates is required.
- Proficiency with Microsoft Office (Excel, Word, PowerPoint) and Adobe Acrobat. Knowledge of Auto CAD and GIS a plus.

Physical Demands

Physical Activity	Never	Occasionally (10-25%)	Frequently (26-70%)	Regularly >70%
Stand				X
Walk				X
Sit				X
Use hands to finger, handle, or feel				X
Reach with hands and arms				X
Climb or balance				X
Drive				X
Stoop, bend, kneel, crouch, or crawl				X
Talk or hear				X
Lifting Demands	Never	Occasionally (10-25%)	Frequently (26-70%)	Regularly >70%
0-10 pounds				X
10-20 pounds				X
20-40 pounds				X
40-60 pounds		X		
60-80 pounds		X		
80-100 pounds		X		
Over 100 pounds		X		

Work Environment

Environmental Condition	Never	Occasionally (10-25%)	Frequently (26-70%)	Regularly >70%
Work around water				X
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Encounter wild animals				X
Work around loud noises			X	
Risk of electrical shock		X		
Other (write in)				
• Extreme heat/sun			X	

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Supervisor _____ Date _____

The Landings Association is an equal opportunity employer and, as such, does not discriminate in employment opportunities or practices on the basis of race, religion, sex, national origin, age, disability, or any other characteristic protected by law. All employment decisions are based on merit, qualification, abilities, and company need.