



JOB DESCRIPTION

<u>JOB TITLE</u>	Development Services Specialist
<u>DEPARTMENT</u>	Development Services
<u>PAY CLASSIFICATION</u>	A3-3
<u>GENERAL PURPOSE</u>	Performs a variety of clerical and administrative work in the Development Services Department.
<u>DIRECT REPORT</u>	Development Services Director

ESSENTIAL JOB FUNCTIONS

Customer service. Primary contact for department. Daily coordination with general public, potential developers and business professionals.

Manage departmental calendars, coordinate meetings, keep office running smoothly.

Performs routine clerical duties, i.e. telephone, filing, electronic and regular mail.

Performs data input, organizes electronic filing system, maintains departmental logs. Prepares letters, emails, and other general correspondence as a representative of the City.

Primary contact for various department boards. Prepares agendas, sends notice according to code, prepares for and takes minutes at various meetings.

NONESSENTIAL FUNCTIONS

All other duties as assigned.

MINIMUM QUALIFICATIONS

Working knowledge of Computers/Internet/Email including word processing, spreadsheets, and data bases; working knowledge of office equipment, practices and procedures; mathematical skills, ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to multi-task and the ability to perform duties and tasks under time constraints with little or no supervision. Superior organizational skills required.

EDUCATION/EXPERIENCE

High School Diploma or General Education Degree (GED) equivalency.
Minimum 3 years' experience in office setting.

(Any equivalent combination of education and experience may be substituted for the minimum qualifications)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Valid Driver's License.

PHYSICAL REQUIREMENTS

This position requires limited physical effort but may require the occasional lifting and/or moving up to 25lbs. Ability to sit and/or stand for extended periods of time, Visual acuity (with or without correction), manual dexterity, sufficient hearing (with or without correction) clear and precise verbal communication.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

The City of Wildwood, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Wildwood, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not create an employment contract.

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature: _____ Date: _____

HR Signature: _____ Date: _____