

IMPACT FEE ADMINISTRATOR

NATURE OF WORK

This is a professional level position with responsibility for the administration of the Impact Fee Ordinance.

Work involves responsibility for all activities and operations of the Impact Fee Ordinance including fee determination, exemptions, collections, and reporting. Determines land use classifications for new construction and/or re-development based upon the review of building permits, drawings, and site plans, administers credits, responds to inquiries from the public, manages the development of the Impact Fee Economic Development and Housing incentive program, and calculates and administers the annual indexing of impact fees. Work is performed with considerable independence as to operating details with general direction received from an administrative superior.

EXAMPLES OF WORK PERFORMED

Reviews, assesses and approves all impact fee applications ensuring all supporting documentation is complete and accurate; determines and applies applicable credits, including exemption and exclusions mandated by ordinance; determines land use classifications.

Ensures Impact fees collected are deposited into the proper districts; ensures funds collected are spent appropriately in proper benefit district.

Interprets ordinance provisions; coordinates ordinance changes.

Answers information queries from internal and external agencies including developers, city council, and the public, etc.

Facilitates the appeal process before City Council, prepares staff response and information requested by City Council.

Administers the Impact Fee Economic Development Incentive Program; administers the Low to Moderate Income Program.

Implements Development Services Center projects; assists with Transportation and Utilities projects as requested.

Produces Management reports and responds to requests for information.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the Impact Fee Ordinance.

Considerable knowledge of the principles, methods, and practices of municipal finance, budgeting and accounting.

Considerable knowledge of organizational and administrative policies and procedures.

Knowledge of modern office management practices and equipment.

Ability to accurately calculate impact fees.

Ability to provide educational public prevention on the impact fee ordinance, procedures or incentive.

Ability to maintain accurate and sufficient documentation to support the Impact Fee application.

Ability to establish and maintain effective working relationships with supervisors, subordinate personnel, and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in accounting, business or public administration, or related field; and two years of experience in a responsible administrative or managerial capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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