



City of Tualatin

Program Coordinator - Building Division

SALARY	\$31.96 - \$40.52 Hourly \$2,556.80 - \$3,241.60 Biweekly \$66,476.80 - \$84,281.60 Annually	LOCATION	Tualatin, OR
JOB TYPE	Full Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	2024-00014	DEPARTMENT	Community Development
DIVISION	Building	OPENING DATE	05/01/2024
CLOSING DATE	5/19/2024 11:59 PM Pacific		

Summary



Are you passionate about making a difference in your community? Do you thrive in a dynamic environment where no two days are the same? If so, the City of Tualatin invites you to apply for the position of Program Coordinator in our Building Division.

At the City of Tualatin, we're committed to building a vibrant and inclusive community where everyone can thrive. Our Building Division plays a pivotal role in ensuring the safety and sustainability of our city's infrastructure, guiding development projects, and upholding regulatory standards. We're a dedicated team of professionals who are passionate about serving our community with excellence. The Program Coordinator for the Community Development Department will serve as a records program coordinator in a broad respect and will be responsible for oversight of Community Development's permitting software. The coordinator manages how data is entered into the system, ensures proper use of the system, rolls out new programs that enable staff and customers to use the system more efficiently and independently, and manages upgrades to the system in coordination with the Information Services Department.

This position will also oversee Community Development records archiving using the citywide records management system, ensuring records are input in a systematic way, documenting how records are entered, kept and managed, and helping

Community Development staff to retrieve records and information. This position administers the street addressing program, develops policies and procedures for assigning new street addresses, and works with the GIS team and outside agencies to assign new street addresses. Finally, this position will assist the Community Development with administrative tasks.

The position is eligible for a hybrid remote work schedule after completing the initial probationary period.

Essential Duties and Responsibilities



Include the following but are not meant to be an inclusive list of all duties that may be assigned. Although the incumbent will be responsible to perform all duties on the classification description, the below list are the primary duties of this position.

Serves as the system administrator for Community Development's on-line permitting system. Manages all updates to the system, and ensures software is up to date. Creates policies, procedures and best practices for entering and maintaining data, and issuing permits. Identifies how the system can assist with Community Development's practices and work products to better serve staff and customers. Develops and runs reports for staff who are collecting data. Works with Community Development staff to facilitate on-line permitting availability to the public. Continually trains internal and external users of the system through in-person and documented means to ensure uniform use. This position uses the on-line permitting system as a tool to provide better customer service to external customers and city staff (internal customers). This position involves extensive interaction with both internal and external customers, and as such the ideal candidate needs to be a professional who is highly focused on providing excellent customer service.

Serves as the primary records program coordinator the Community Development Department. Coordinates with the records manager in Administration for the management of records and serves as the backup administrator for the citywide records management software. Creates policies and procedures in Community Development that determine what records are kept and how they are stored. Coordinates the interface between the on-line permitting system and the citywide records management system. This position is responsible for providing records retrieval for public records requests.

Serves as the lead staff member for the assignment of citywide street names and addresses.

Exercises independent judgment and initiative and applies considerable knowledge of organizational programs and procedures in meeting a wide variety of work problems involving continual public, intergovernmental and interdepartmental relations.

Serves as City/Community liaison; responds to issues raised by members of the public, coordinating responses with other staff or outside agencies as appropriate. Provides information, explains processes, and gives advice; makes recommendations for resolution.

Conducts research, procedural and administrative studies and prepares reports containing proposed or recommended solutions or courses of action.

Develops and manages programs. Presents information and recommendations. Creates, tracks, and/or maintains program or project records or files in an efficient and functional manner.

Composes articles, news releases, correspondence, reports, ordinances, resolutions and other informational material as assigned. Independently assesses and prioritizes daily workload.

Provides public information for the City; develops working relationships with the media; issues press releases and official statements; coordinates and edits the City newsletters or articles; designs displays, visual arts and web page information.

Administers and monitors program/project budgets and assists supervisor with preparation and monitoring of department budget.

Assists supervisor and members of the City management staff in monitoring internal and external issues.

Advises departmental personnel on new programs, procedures and policies.

Drives to city facilities, vendors, training programs, and meetings as necessary.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge: Knowledge of State of Oregon public records retention rules or ability to gain knowledge, interpret and apply appropriately. Familiarity with local government permitting systems involving building, engineering, and planning permits.

Computer Skills: An ability to find technological solutions for identified needs in the Community Development Department. Advanced skill in data base preparation and manipulation. Advanced knowledge of data base systems administration, data collection, and data organization. Working knowledge of the operational characteristics of an on-line permitting system. Specific knowledge of TRAKIT, Laserfiche, or similar on-line permitting systems is preferred. Overall knowledge of how GIS works is needed.

Considerable knowledge of the principles, practices and techniques of business and public administration. Possession of additional specialized knowledge, skills and abilities pertinent to the assignment. Considerable knowledge of the principles, practices and equipment of modern functions, policies and procedures of the department to which assigned as to how these relate to the City organization as a whole, or the ability to acquire such knowledge.

Ability to assemble, organize and present statistical, financial and factual information derived from a variety of original and secondary sources. Ability to provide effective leadership and coordination in developing solutions and recommending new techniques. Ability to establish and maintain effective working relationships with employees, officials and the general public. Ability to exercise resourcefulness, tact and perspective in developing solutions and recommending new techniques.

EDUCATION and/or EXPERIENCE Considerable experience of a progressively responsible nature in work involving organizational management and operations, including installation and maintenance of functional specialist software. Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration or related field. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

CERTIFICATES, LICENSES, REGISTRATIONS Possession of, or the ability to secure possession of, a valid Oregon driver's license. Permit Technician certification desired.

Additional Information

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate. The employee is occasionally exposed to outdoor weather conditions. Position requires the ability to work a flexible schedule which may include evenings, weekends and holidays as well as attending out of town meetings.

HOW TO APPLY:

Apply on our website at www.tualatinoregon.gov prior to the closing date and time. If you have questions, or need assistance in the process, please email recruitment@tualatin.gov.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they are able to perform every task in the job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. The City will consider any equivalent combination of knowledge skills education and experience to meet minimum qualifications. If you think you are interested in applying, we encourage you to think broadly about your background and skillset for the role.

Agency

City of Tualatin

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503-691-3022

Website

<http://www.tualatinoregon.gov>