

City of Odessa Job Description

Job Title: Community Development Coordinator
Department: City Hall
Reports To: City Administrator
FLSA Status: Regular Full-Time
Prepared by: Karen Findora, City Clerk
Prepared Date: September 9, 2025
Approved By: Shawna Davis, City Administrator
Cathy Thompson, Finance Director
Approved Date: September 10, 2025

Summary: The Community Development Coordinator provides front-line customer service and technical support related to building, zoning, and development permits. This position assists residents, contractors, developers, and staff by explaining the permitting requirements, processing applications, issuing permits, and maintaining accurate records in compliance with municipal codes and state regulations. This position also serves as the liaison to the Planning and Zoning Commission, along with the Board of Zoning Adjustment and Board of Appeals.

Essential Duties and Responsibilities:

- Serve as the first point of contact for customers in person, over the phone, and via email.
- Provide information regarding building, zoning, planning, and other municipal regulations, codes, and procedures.
- Review permit and zoning applications for completeness and accuracy prior to acceptance.
- Process permit applications, calculate and collect associated fees, and issue permits.
- Route applications to appropriate departments for review and approval.
- Maintain, update, and file permitting records in the permitting software system.
- Schedule and coordinate building inspections.
- Research property records, zoning designations, and permit history as requested.
- Prepare reports, correspondence, and public documents as required.
- Assist with posting legal notices and distributing public information.
- Provide administrative functions for Community Development projects.
- Maintain records, agendas, and minutes for Planning & Zoning Commission and Board of Zoning Adjustment.
- Prepare and present city development projects, zoning matters, and related reports to the Planning Commission, Board of Adjustment, and Board of Appeals.
- Ensure compliance with established customer service standards and confidentiality requirements.
- Conduct safety inspections for business license applications and renewals.
- Prepare monthly activity report for City Administrator.
- Perform other duties as assigned by the City Administrator.

Supervisory Responsibilities: None

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 of modern office practices, data entry, and record management.

- Strong customer service and communication skills.
- Ability to read and interpret basic construction documents, zoning maps, and municipal codes.
- Proficiency in Microsoft Office Suite, Incode, and permitting software
- Previous experience in municipal permitting, planning, building, or code enforcement preferred.
- Certification as an ICC Permit Technician (or ability to obtain within 12 months of hire).
- Must demonstrate exceptional customer service skills;
- Must be eighteen (18) years of age or older;
- Must have strong attention to detail;
- Handle stress effectively without it interfering with performance;
- Excellent written and verbal communication skills;
- Excellent organizational and time management skills;
- Must be able to work without immediate supervision.

Education and Experience:

- Two (2) years of administrative, clerical, or customer service experience, preferably in a government, planning, or construction-related environment.
- High School Diploma or equivalent
- Customer service and strong computer skills are highly desired

Reasoning Ability:

- Must be able to work with all aspects of the general public
- Must give strong attention to customer service
- Establish and maintain highly effective working relationships with other employees and the public

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must frequently stand, walk, sit, hear, see, smell, and talk.
- Must have normal physical mobility and agility.
- Must occasionally lift boxes less than 20 pounds.

Work Environment: The 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. The employee may occasionally be exposed to dust, loud noises, and cramped spaces.

General Comments: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the job if the work is similar, related, or a logical assignment to the job. Overtime may be occasionally required, but not on a regular basis.

This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the job and the City change.