

CITY INTERDEPARTMENTAL COORDINATOR, 1561

Summary of Duties : Performs responsible staff work by advising citizens on the procedures and requirements for subdivisions, permits, plan approvals, and other related documents needed for the development, expansion, or improvement of businesses, housing development, or residences; coordinates the processing of such documents; supervises and participates in such activities; and does related work.

Distinguishing Features : A City Interdepartmental Coordinator advises citizens on documents needed for the development, expansion, or improvement of businesses, housing developments, or residences. Such projects provide employment opportunities and/or increases the City of Los Angeles' tax base. Employees of this class may receive assignments directly from the Office of the Mayor, individual members of the City Council, City department heads or the Board of Public Works. An employee in this class is responsible for researching, analyzing, and evaluating information from plans, maps, and other sources to assist businesses and homeowners in determining the feasibility of site utilization and the possibility of securing appropriate project approvals. They exercise independent judgment in processing submittals, completing projects, and obtaining approval of plans and requests for permits. They establish and maintain liaison with representatives of businesses and industrial enterprises for the purpose of explaining and interpreting City policies and procedures, and developing good relations with them.

An employee of this class may also direct other employees engaged in the activities of the Commercial and Industrial Coordinating and Expediting Division (CICED), and may act as staff assistant to the Board of Public Works on matters pertaining to the expeditious processing of construction projects.

Examples of Duties : Establishes and maintains liaison with representatives of businesses and industries, such as: architectural and engineering firms, and financial institutions for the purpose of providing information on the various City requirements which must be met in processing applications for annexations, zone variances, conditional uses, street vacations, subdivisions, sale of City-owned property, environmental impact reports, construction of public improvements and building permits; coordinates the processing of applications for various permits and prepares reports for major commercial, industrial and high-rise developments and Community Redevelopment Agency Urban Renewal Projects; arranges, attends and conducts conferences and meetings; maintains liaison and confers with representatives of the Mayor's Office, Council members, and department heads concerning construction projects; appears before City committees and commissions to present information on proposed

projects; prepares reports on actions taken, and makes recommendations on new procedures as required to expedite construction projects; develops and maintains master control data and records of all cases and projects; prepares progress, periodic, and special reports and correspondence; provides information on case status to the various applicants; explains and interprets City policies, practices, and procedures and develops good working relationships with applicants; receives, investigates and resolves problems encountered by homeowners, owners of showcase theaters, and small business entrepreneurs;

Directs and participates in the activities of the Commercial and Industrial Coordinating and Expediting Division and serves as staff assistant to the Board of Public Works on matters pertaining to the City Economic Advisory Council, the City Cabinet Committee on Economic Development; confers with representatives of the Mayor's Office, Council representatives and the heads of City departments to develop policies and procedures for meeting the objectives of the CISED; schedules and chairs general meetings between representatives of City departments and private industry to resolve problems affecting development programs; directs, reviews and evaluates studies designed to shorten the time required to process documents through various City departments; reviews and analyzes proposed legislation and reports for the Chief Legislative Analyst of possible effects on the economy of the City; appears before City, state and federal boards and committees in support of legislation which may improve the economy of the City; attends conferences and meetings; prepares the budget and annual report for the office; prepares reports, recommendations and conducts analysis and investigations to improve procedures, methods, rules and regulations; may represent the Board of Public Works before a variety of committees and agencies; and may be occasionally assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the provisions of the City Charter, Los Angeles Administrative Code, Municipal Code, ordinances and the organization and functions of City departments as they pertain to urban renewal and neighborhood development programs and the processing of applications for division or subdivision of land, street vacations or dedications, zone changes or variances, annexations, constructions of public improvements, and securing all applicable building permits; a general knowledge of City Public Works programs and policies, assessment procedures, and methods of financing municipal improvement projects; a general knowledge of engineering requirements and practices as applied to wastewater systems, drainage systems, street lighting systems, street and highway construction and the supply of utility services for large development projects; the ability to analyze construction projects, including plans and drawings, and resolving problems in fulfilling City requirements and securing the necessary permits and approvals for major commercial, industrial and high-rise developments, Community Redevelopment Agency Urban Renewal Projects and low-cost housing projects; the ability to

prepare clear and concise written reports; and the ability to communicate and deal tactfully and effectively with departmental representatives and a variety of individuals and business representatives.

Two years of experience at least at the level of Senior Civil Engineering Drafting Technician advising citizens on the procedures and requirements for processing the various applications, permits, plan approval or other related documents needed for the development, expansion or improvement of businesses, public housing or public works projects is required.

License : A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight. Persons with handicaps may be capable of performing the duties of some of the positions in this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.