

# NEW CASTLE COUNTY GOVERNMENT

Number 0621

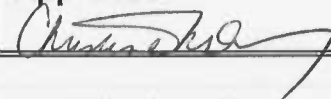
## CLASS SPECIFICATION

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Date 07/01/15

**Title:** DEVELOPMENT FACILITATOR

**Approved:**



GENERAL STATEMENT OF DUTIES: Manages, directs and coordinates the Development Facilitation function of the Planning Division within the Department of Land Use; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class identifies, facilitates and expedites development proposals which support targeted economic investment in New Castle County. Working in close association with the County's Office of Economic Development as well as with various regulatory agencies, an employee in this class manages the development review process of desirable job-rich projects. Other planning duties include examination of and recommendations concerning proposed subdivisions, zoning changes, zoning appeals, site plans, social planning, long-range planning studies, compiling and analyzing research data and other related duties. This employee works under general supervision and exercises considerable judgment in the performance of duties.

EXAMPLES OF WORK: (Illustrative only)

- Determines and implements improvements to the development review process which support and encourage high-quality projects with public benefit;
- Develops and refines criteria for targeting development plans;
- Reviews development plan submissions for eligibility for expedited review;
- Enhances communication and coordination with other review agencies to streamline the review process;
- Directs a multi-agency Development Review Committee;
- Promotes/markets locally, regionally and nationally a Site Readiness inventory of major commercial, office and industrial sites within New Castle County;
- Conducts outreach to obtain public input to address issues early in the process;
- Encourages context-sensitive design for higher quality projects;
- Prepares long-range and short-range plans for the County;
- Reviews and analyzes plans and specifications for compliance with codes, policies and sound planning principles;
- May assist or participate in the supervision of a division or section;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

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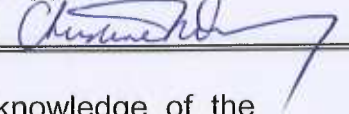
## CLASS SPECIFICATION

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Date 07/01/15

Title: DEVELOPMENT FACILITATOR

Approved:



REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of planning; thorough knowledge of laws and regulations related to planning and ability to enforce them with firmness and tact; ability to perform technical research work and to give reliable advice on difficult planning projects; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with subordinates, other agencies and the public; ability to supervise the work of professional, technical, and support staff; good judgment.

MINIMUM QUALIFICATIONS: At least three (3) years of experience in planning, civil engineering or architectural work, including at least one (1) year of experience at the level of Planner III; or an equivalent combination of education and training directly related to the required knowledge skills and abilities, and possession of a Bachelor's Degree from an accredited college or university with major course work in city, regional, or social planning, civil engineering or related field.

PREFERRED REQUIREMENT: Possession of a Master's Degree from an accredited college or university with major course work in city, regional, or social planning, civil engineering or related field.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:  
Established: 07/01/15