

City of Cottleville, Missouri

Job Description

Development Services Coordinator

Division: Community Development **Reports to:** Building Official
Date: March 17, 2026 **Hours:** 40 hours (Full-Time)
Starting Pay: \$27.00/hour **FLSA Status:** Non-Exempt

PURPOSE

This position serves as a key coordinator within the City’s Community Development function, responsible for supporting planning, zoning, permitting, inspection coordination, and code enforcement activities. The position exercises independent judgment in coordinating development-related processes and ensuring compliance with applicable codes and regulations while promoting efficient service delivery.

ESSENTIAL FUNCTIONS & DUTIES

Planning, Zoning & Permitting Coordination

- Serves as the primary point of contact for residents, developers, and contractors regarding zoning, land use, and permitting inquiries
 - Performs initial review of zoning applications, site plans, and development submittals for completeness and general conformance with applicable codes and regulations
 - Reviews building permit applications for accuracy and completeness prior to issuance
 - Coordinates application routing and review with internal staff, the City Engineer, and other consultants as needed
 - Assists in preparation of Planning & Zoning Commission and Board of Aldermen materials and agendas
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Inspection Coordination & Permit Tracking

- Schedules and coordinates building, site, and code enforcement inspections
 - Serves as liaison between applicants, contractors, inspectors, and City staff
 - Tracks inspection results, maintains records, and ensures proper documentation and follow-up actions
 - Maintains permit, inspection, and development records within City systems
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Code Enforcement

- Receives, logs, and responds to code enforcement complaints
- Conducts field inspections related to property maintenance, signage, zoning, and nuisance violations

- Issues notices of violation and coordinates corrective actions and follow-up inspections
 - Documents enforcement activities and assists with case preparation, including court proceedings if necessary
 - Works collaboratively with property owners and businesses to achieve voluntary compliance
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Administrative & Customer Service Support

- Provides front desk and customer service support as needed, including assisting walk-in customers and responding to phone and email inquiries
 - Assists with processing permits, licenses, and related payments
 - Maintains accurate records, files, and databases related to development activities
 - Supports general administrative operations of the department during peak periods or staff absences
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General Duties

- Works closely with the City Engineer on development review, site plans, and infrastructure coordination
 - Assists with special projects related to planning, development, and city operations
 - Provides support to other departments as needed
 - Performs other related duties as assigned
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KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of zoning regulations, land use principles, and building codes
 - Knowledge of municipal permitting and code enforcement practices
 - Ability to interpret and apply municipal codes, ordinances, and regulations
 - Ability to read and interpret site plans, construction drawings, and maps
 - Strong organizational, coordination, and record-keeping skills
 - Ability to work independently with minimal supervision while coordinating multiple projects and assignments simultaneously
 - Strong customer service and interpersonal communication skills
 - Ability to exercise sound judgment and handle sensitive situations professionally
 - Proficiency in Microsoft Office and permitting/software systems
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MINIMUM QUALIFICATIONS

- High school diploma or equivalent required
- Associate's degree in planning, public administration, construction management, or related field preferred
- Minimum of 3–5 years of progressively responsible experience in municipal government, permitting, inspections, code enforcement, or administrative coordination
- Valid Missouri driver's license

PREFERRED QUALIFICATIONS

- Experience with municipal permitting, zoning, or land development processes
 - Certification or ability to obtain certifications such as:
 - ICC Property Maintenance Inspector
 - Permit Technician Certification
 - Familiarity with Missouri municipal codes and development procedures
 - Ability to obtain additional certifications related to building inspection, zoning administration, or code enforcement
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PHYSICAL DEMANDS & WORK ENVIRONMENT

- Work performed in office, field, and vehicle environments
 - Frequent sitting, standing, walking, bending, and occasional lifting
 - Exposure to construction sites and varying weather conditions
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DISCLAIMER

This job description is not intended to be an exhaustive list of all responsibilities, duties, and skills required. The City reserves the right to modify or assign other duties as necessary.