

CITY OF FONTANA ANNEXATION PROGRAM COORDINATOR

DEFINITION: Under general direction from the Community Development Director, performs professional and technical work in implementation of the City's annexation program; to initiate and oversee new annexations; to coordinate planning efforts and foster communications between the City and the County; to act as liaison to the public; to provide highly responsible and complex administrative support to the Community Development Director.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Research, compile and analyze technical, statistical and demographic data from a variety of sources and prepare appropriate reports.
- Initiate and coordinate annexation projects utilizing planning, redevelopment, economic development, housing and neighborhood data and resources.
- Coordinate with appropriate City and County staff to ensure that City code, policies and ordinances are effectively addressed in the review of annexation proposals.
- Perform the most complex and sensitive annexation planning work.
- Coordinate and participate in planning staff work for one or more boards or commissions on issues related to annexation and sphere of influence issues.
- Conduct public information meetings and present annexation matters to the City Council, various City boards, commissions, citizen committees and to the general public.
- Coordinate annexation activities with other City departments, divisions and outside agencies.
- Prepare and recommend amendments to City codes, ordinances, policies and procedures related to annexations.
- Facilitate resolution of annexation and sphere of influence issues between the City and County; offer creative solutions.
- Coordinate legal reviews between jurisdictions.
- Coordinate the effective transfer of services between jurisdictions; oversee public concerns regarding services provided.
- Review and comment on development activity within the City's sphere of influence.
- Coordinate with neighboring jurisdictions on policies related to development and adjacent to the City's sphere of influence.
- Work with property owners to obtain Right of Way dedications for public improvement projects as it relates to annexation.
- Perform notary services related to official documents regarding dedication of land for right of way acquisitions.
- Train and supervise subordinate staff.
- Interpret legal documents.
- Plot descriptions on maps.

- Communicate complicated technical issues in simple non-technical language.
- Present ideas and concepts effectively and persuasively in speaking before large and small groups.
- Facilitate and mediate groups and individuals.
- Gain cooperation through discussion and persuasion.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: This position requires sitting, standing, walking and reaching, twisting, turning, bending, stooping, squatting and crouching in the performance of daily duties. It requires grasping, repetitive hand movement and fine coordination in preparing reports and using a computer keyboard and mouse. The position requires both near and far vision when operating a computer and preparing written material as well as acute hearing when providing telephone service.

EXPERIENCE AND TRAINING GUIDELINES:

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Federal, State and local laws pertaining to annexation.
- Theory, principle and practices of governmental land use planning.
- City organization, operations, policies and objectives.
- Economics of real estate development and urban planning.
- Modern principles and techniques of public finance, organizational planning and development, and administration and quantitative analysis.
- Concerns and interests of civic groups, governmental agencies and the general public.
- Research methods and information sources related to public administration.
- Personal computer operations and software applications.

Experience: Five years of professional experience in the field of urban planning, public administration, real estate development, redevelopment or other increasingly responsible experience in municipal government.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, urban design, political science, urban planning, real estate, finance or a related field considered to be useful in City planning. A Master's degree is highly desirable.

Licenses/Certifications: Possession of a valid Class "C" Drivers License and Notary Public License.