



## JOB DESCRIPTION

**Job Title:** Land Development Coordinator  
**Department:** Corporate - Land  
**Reports To:** Land VP/ Development Manager  
**FLSA Status:** Non-Exempt, Hourly

### **Position Summary:**

The Land Development Coordinator is an administrative/support role with unlimited potential for growth. The LD Coordinator will assist the Land Development Manager(s) with various tasks critical to the management of multiple development projects including feasibility, project and product design, entitlements, and construction management. The ideal candidate will value autonomy, accountability, have unparalleled focus on details and an innate need for uniformity and consistency in work product, embrace the responsibility to take initiative, and derive satisfaction from and thrive in a role where teammates and the company are counting on you to achieve results.

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **LAND DEVELOPMENT SUPPORT**

- Responsibility for assisting and/or preparation of consultant and contractor contracts and change orders, and invoice processing. Maintain project contract tracking and project cashflow and variance reporting.
- Prepare, coordinate, and track surety bonds and release dates.
- Attendance at meetings in various locations such as job sites, at City or County offices, City or County Council meetings for specific projects and general land development knowledge.
- Assist with review, quality control, and coordination of submittal packages including permit applications, consultant studies, plans. Attend submittal meetings or drop-offs.
- Immersion into the Westcott electronic and hard copy file structures and ongoing organizational needs. Essential duties to include saving new files on SharePoint in correct location using correct file naming, minimizing duplications, train team members on file creation and management on a go forward basis, including integration of new technologies, and reducing redundancy, and increasing team efficiency. It is critical to maintain consistency, reliability, and immediate access to files and paperwork generated through the land acquisition and development process. This will require a keen focus on every detail associated with maintaining hundreds of files in a consistent fashion across multiple projects and team members. This may also entail launching and training employees on updated processes, and monitoring and reporting on an ongoing basis.
- Work with the Land Development Manager to maintain established schedule to attain project entitlements.
- Maintain integrity of schedules.
- Create management reports for tracking performance.
- Communicate with other departments on scheduling requirements during development phase to optimize efficiencies on bringing product to market.

- Perform other duties as assigned.

### **GENERAL**

- Maintain good relations with Westcott employees, third party consultants, contractors, jurisdictions, etc.
- Represent Westcott Holdings with integrity
- Complete other duties as assigned

**Competencies:** To perform the job successfully, an individual should demonstrate the following.

**Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

**Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

**Analytical** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

**Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

**Communications** - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

**Project Management** - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

**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.

### **Education/Experience:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

### **Language Ability:**

Read, analyze and interpret business, professional, technical or governmental documents. Write reports, business correspondence and procedure manuals. Effectively present information and respond to questions from managers, customers and the public.

### **Mathematical Ability:**

Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Compute rate, ratio and percent, and draw and interpret bar graphs.

### **Reasoning Ability:**

Solve practical problems and deal with a variety of concrete variables in situations where only limited

standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

Proficient in Microsoft Word, Excel, and Outlook.

**Certificates and Licenses:**

Valid Driver's License, Able to obtain Washington State Notary Public License

**Supervisory Responsibilities:**

This position does not have any supervisory responsibilities.

**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.

Moderate noise is typical for this work environment.

**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.

1)Employee is frequently required to stand, walk, or sit for extended periods; 2) frequently required to talk and/or hear; 3) occasionally lift and/or move objects up to 40 pounds; 4) occasionally required to stoop, kneel, or crouch; 5) frequently uses hands and fingers to handle, feel or move objects, tools or controls, to reach with hands and arms, and to write; 6) vision abilities include close, color, and peripheral vision as well as depth perception, the ability to adjust focus, and the ability to read; 7) the noise level in this environment is usually quiet to moderate, although noise levels at field jobsites can vary tremendously and become loud.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

\_\_\_\_\_  
**ACKNOWLEDGED: Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**PRINT: Employee Name**

\_\_\_\_\_  
**ACKNOWLEDGED: Supervisor/Manager Signature**

\_\_\_\_\_  
**Date**