

## **ANNEXATION COORDINATOR**

### **PURPOSE AND NATURE OF WORK**

This is responsible public relations work involved with gathering information and coordinating the activities associated with the annexation of land into the City limits, a prerequisite for most services of the Lafayette Utility System. Work involves assisting neighborhood committees by providing information and the necessary legal documents to aide in their petition for annexation. The incumbent may be required to work nights and/or weekends in order to meet with citizen committees.

General supervision is received from a Development/Planning Manager. Position is not supervisory.

### **ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by the incumbent in this class. All of the duties performed by the incumbent may not be listed.)

Researches legal records to determine who the property owners are in a proposed annexation area; obtains a list of the registered voters in the area from the Registrar's Office; obtains an assessment of the land from the Assessors Office. Gathers pertinent information from Engineers, Planners, and others concerning City of Lafayette services, taxes, etc. as they will apply to residents of a proposed annexed area. Attends public meetings with residents to answer questions concerning the annexation. Secures signatures of residents in support of an annexation. Prepares intermittent reports and answers questions on the status of each annexation project. Provides information to the City/Parish Attorney to be used in the preparation of annexation ordinances. Plans and assigns the work of subordinates involved in performing supportive work tasks in the annexation process.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Knowledge of the annexation process and the various steps from initiation to the completion.

Ability to research courthouse records.

Ability to gather and/or organize data, and present information to individuals and groups, both orally and in writing.

Ability to establish and maintain effective working relationships with municipal officials, other employees, and the general public.

Ability to obtain and maintain a valid Louisiana Driver's License.

Ability to understand and follow complex written and oral instructions.

Ability to effectively supervise subordinates.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a four-year college or university with major course work in real estate or related field and some experience in annexations; or an equivalent combination of training and experience.