

Job Title: **PERMITTING & CODE COMPLIANCE COORDINATOR**

Reports To: **Planning & Development Administrator**

Department: **Resource Management**

**DEFINITIONS:**

Under general supervision, communicates Zoning Regulation requirements to the public; coordinates the acceptance of permit applications, investigates nuisance complaints and establishes and maintains a positive rapport with the public.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Receive and review applications from customers related to various department functions and services; assess scope of project and relevant permit requirements; educate customers regarding necessary permits and general code compliance across diverse situations.

Verify that projects have obtained all necessary approvals through the Planning Department and verify environmental compliance and site requirements where appropriate.

Calculate and verify permit fees; accept payments; issue receipts as authorized.

Maintain records and prepare reports as required.

Provide information to the public in response to inquiries received via phone, mail or in person.

Assist in completing permit applications by explaining building permit requirements; assist and advise the general public in matters relating to building requirements and status of submitted projects.

Work with applicants to coordinate public notification for hearings as required by statute.

Receive information related to possible Zoning violations; investigate and apply regulations, achieve compliance through verbal and written communication.

Assist Environmental and Code Compliance inspector in coordinating site inspections; perform clerical duties for Planning Department.

Assist Building Inspections Department as needed to log inspection requests and prepare field files for daily inspection; prepare Certificates of Occupancy as required.

Assist and coordinate with other Resource Management Department staff to ensure that the highest level of service is delivered to the public.

Perform related duties as required.

### **KNOWLEDGE AND SKILLS**

- Operations, services, and activities of a building services program.
- Organization, procedures, and operating details of the division.
- Basic knowledge of Zoning Regulations.
- County government organization, functions, policies, rules, and regulations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic accounting skills.
- Principles and procedures of record keeping and filing.
- Ability to identify geographic site locations.
- Use architectural and engineering scales to determine dimensions and calculate areas and percentages.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Type or enter data at a speed necessary for successful job performance.
- Understand and follow oral and written instructions.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS:**

Education equivalent to the completion of the twelfth grade.

#### **Experience:**

Two years of clerical experience involving extensive public contact, preferably in the public service.

#### **License or Certificate:**

Possession of or the ability to acquire notary public seal within six months.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

**Environment:** Work is performed primarily in a standard office setting, with frequent interaction with the general public.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.