

City of Kelso, Washington

Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position.	TITLE <p style="text-align: center;">Permit Specialist</p>
DEPARTMENT <p style="text-align: center;">Community Development</p>	CLASS/EXEMPT STATUS <p style="text-align: center;">Teamsters/Non-Exempt</p>
DIVISION <p style="text-align: center;">Engineering</p>	SUPERVISOR <p style="text-align: center;">Director/City Engineer</p>
CLASSIFICATION RANGE <p style="text-align: center;">S-15</p>	

POSITION DESCRIPTION

Under general supervision, incumbents perform administrative and permitting support functions for the Engineering Division and Building, Planning, and Nuisance Abatement Division of the Community Development Department.

ESSENTIAL FUNCTIONS

The essential functions of this position include but are not limited to:

- Manage the intake, issuance, and tracking of Civil Engineering and Special Events Permits.
- Assist with general permit application intake, permit issuance and scheduling of inspections.
- Responsible for difficult, complex, and routine clerical and/or administrative support duties.
- Assist the department's planning function with project-related correspondence and distribution of materials in a time-sensitive manner, including but not limited to mailings, website posting, and on site posting.
- Accurately calculate and assess fees associated with the issuance of all permits.
- Record and transcribe meeting minutes. Duplicate, organize/collate and distribute materials.
- Prepare, edit, and distribute various monthly reports.
- Answer multi-line telephone systems, route calls to appropriate staff, record and distribute messages.
- Greet office visitors and respond to questions regarding Division and/or Department practices, procedures, and activities or assist as necessary.
- Process public disclosure requests in accordance with applicable state and city regulations.
- Create, maintain, and revise various department web pages.
- Prepare and track monthly billings for ROW Franchise holders and other miscellaneous billings.
- Maintain the department asset inventory.
- Perform general clerical functions, such as mail distribution, office supply stocking/ordering, filing, and records management; including computerized database and hard copy filing systems.
- Punctual, regular and reliable attendance is essential for successful job performance.
- Perform other related duties and tasks as assigned.

TYPICAL QUALIFICATIONS

Knowledge/Skills/Abilities:

- Basic knowledge of building, engineering, planning, and permitting processes.
- Knowledge of personal computing systems and software programs such as, word processing, spreadsheets, databases, and presentation programs.
- Knowledge of City codes, policies, and Department operating practices.
- Knowledge of general secretarial and administrative practices.
- Knowledge of web page construction and operation.
- Skill in managing, organizing, and tracking simultaneous projects.

- Skill in communicating with fellow workers, managers, permit applicants, and the general public in a clear, concise manner.
- Skill in bookkeeping and general mathematics.
- Ability to follow verbal and written instructions.
- Ability to work independently; set priorities; meet deadlines; and exercise independent judgment.
- Ability to present a positive professional image to the general public and other City Departments.
- Ability to evaluate efficiency of current policies and practices and recommend revisions and improvements.

POSITION REQUIREMENTS (Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):

EDUCATION

- High School Diploma required
- Graduation from a community college or vocational school preferred.

EXPERIENCE

- Three years relevant experience in an office environment serving the public.
- Minimum one (1) experience in either construction, engineering, or permitting administration is required.

CERTIFICATIONS

ICC Permit Technician Certification is required for this position. Highly desirable to have certification at time of employment, or candidate must have ability to obtain certification within six months of hire. City will provide course materials and assume costs of testing.

SPECIAL REQUIREMENTS

- A valid driver's license is required.
- Appointees not possessing a valid Washington or Oregon State Driver's License upon hire must obtain one within currently effective statutory time limit.
- Successfully pass a modified background investigation.
- Occasional lifting of up to 25 pounds.
- Possession of Notary Public is desirable.

Contacts:

- The Permit Specialist position has regular contact with a variety of contractors, consultants, engineers, architects, private utility companies, citizens, and regulatory agencies.
- The Permit Specialist has frequent contact with other City departments and staff.
- Interactions with the public can become escalated and difficult.

Supervision:

- This position has no supervisory responsibilities.

Accountability:

Permit Specialist is accountable for the accurate, efficient, effective completion of assigned tasks.

Working Conditions:

- The Permit Specialist usually works in an office.
- Daily tasks and responsibilities require attention to detail and are performed in an environment of frequent work interruptions. The position is subject to the stress of meeting competing demands and strict time deadlines with minimum supervision

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
T. Baraconi	10/12/2017	M. Kardas	10/12/2017	P. Murray	10/12/2017	S. Taylor	10/27/2017