

BUILDING/PLANNING PERMIT SPECIALIST

DEFINITION

Performs a variety of administrative and technical duties involved in providing assistance to the general public, and provides assistance and support to the City's Building Division staff; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

The principal function of an employee in this class is to perform a variety of administrative and technical duties involved in providing assistance to the general public, and to provide assistance and support to the City's Building Division staff. The work is performed under the supervision and direction of higher level staff as assigned, but significant leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

EXAMPLES OF DUTIES (Illustrative Only)

- Issues building permits and logs, distributes and maintains building plans, including reviewing, preparing, and distributing in-coming plans to various departments, verifying workers' compensation coverage and city business licenses, logging daily inspection requests, maintaining plan check, complaint, and building permit logs, and providing monthly statistics upon request.
- Performs a variety of administrative and clerical support functions for the Building Division, including preparing and processing correspondence, processing incoming and outgoing mail, collecting and recording fees, processing and maintaining payroll and personnel records, screening office and telephone callers, and providing information to and answering questions from the public and other agencies.
- Maintains accurate and complete files and monthly reports, including preparing a variety of reports pertaining to Building Division code enforcement, permit issuance, and plan checks, relaying activity information to various groups and organizations, preparing and monitoring files distributed, and organizing and attaching correspondence to files as needed.
- Receives cash for designated items, makes appropriate change, and reconciles cash drawers in an accurate and timely manner.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Provides clerical support to the liaison to the Planning Commission, including maintaining the monthly meeting calendar, scheduling and confirming meetings with board members, monitoring appeals and other issues as they arise, providing a variety of information regarding client appeal issues, and transcribing, proofreading, and distributing minutes from each meeting.
- Assists in the preparation and monitoring of department budget.
- Maintains confidentiality in department matters as required.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

- Significant knowledge of Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.
- Significant knowledge of City operations, policies, and procedures applicable to assigned area of responsibility.
- Significant knowledge of office practices and procedures and related equipment functions.
- Significant knowledge of budgeting and fiscal monitoring, and the City's budget process.

Skill in:

- Understanding and explaining applicable laws, policies, and procedures.
- Effectively performing administrative and technical work related to area of responsibility.

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Skill in: Continued

- Assisting in the preparation and monitoring of a division/department budget.
- Keeping accurate records and compile information and statistics for reports.
- Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
- Understanding and following oral and/or written policies, procedures, and instructions.
- Preparing and presenting accurate and reliable reports containing findings and recommendations.
- Operating a personal computer using standard or customized software applications appropriate to assigned tasks.
- Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Other Requirements:

- May require a valid Class C California State Driver's license.
- Certification(s) specific to functional areas of assignment may be required.

Desirable Education and Experience:

Any combination of training and/or experience which is equivalent to:

- High School graduation or equivalent.
- At least two years of similar or related experience.