

City of Lake City, FL

Classification Description

Classification Title: PERMIT TECHNICIAN
Department: Growth Management

Pay Grade: ~~7~~-1
FLSA Status: Non-Exempt

General Description

Position involves technical and administrative work maintaining data, classification of construction type, census reports, calculations and collection of fee charges, issuance of building permits and preparation of correspondence. Work is supervised by Director of Growth Management.

Nature of Work

Essential Functions:

- Receives and processes permit applications.
- Maintains contractor licensing requirements.
- Prepares and issues permits upon approval.
- Interfaces with contractors, developers and other customers.
- Keeps inspectors and supervisors updated on permit status
- Advises customers on deficiencies in application process.
- Prepares reports on construction activities to City, County, State and other agencies.
- Prepares some department correspondence.
- Assists in preparation of Code Enforcement Board, Board of Examiners, Planning and Zoning Board Agendas and minutes of meetings.
- Maintains compliance for collection of fee's for building surcharges, impact fee's and fire assessments.
- Collects permit fee's and remits to Finance.
- Assists in preparation of department policies and procedures
- Inputs and retrieves information from computers office files.
- Processes department's payroll.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses small office equipment, including copy machines or multi-line telephone systems. Uses computers for word processing and/or accounting purposes.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job includes:

- Knowledge of sources of information related to problems of local government;
- Ability to write and produce clear and concise reports, publications, memoranda and letters;
- Ability to develop and maintain effective working relationships with department personnel;
- Ability to communicate clearly with the general public;
- Ability to work with all levels of city personnel tactfully and courteously;
- Ability to meet multiple deadlines;
- Ability to research and analyze data, situations, and to make recommendations;
- Ability to interpret and communicate city policies and procedures, and ability to solve problems and be detail oriented;
- Ability to communicate clearly in both verbal and written form; and
- Ability to remain courteous in stressful situations.

Minimum Qualifications: Must have a High School Diploma and three (3) years experience of an increasingly responsible nature in local government administration or private enterprise. Must possess a valid Florida Operators Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Sitting for extended periods of time

Environmental Conditions:

- Works inside in an office setting

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Signature

Date