

**SAN JUAN COUNTY COMMISSION**

|               |               |
|---------------|---------------|
| Jamie Harvey  | Chairman      |
| Silvia Stubbs | Vice-Chair    |
| Bruce Adams   | Commissioner  |
| Mack McDonald | Administrator |

**PLANNING & BUILDING DEPARTMENT**

April 2025

**JOB DESCRIPTION**

|                                 |                        |
|---------------------------------|------------------------|
| Job Title: Permit Technician    | Step:                  |
| Department: Planning & Building | Grade: DOE             |
| Effective Date: April 2025      |                        |
| Revision Date:                  | FLSA Status: Part Time |

**ENTRY GRADE:** Grade : Someone starting in this position without all the qualifications listed below. Someone who will be in a training program in the Planning & Building Department office.

Grade : Someone who has had 1-2 years or more experience in the qualifications listed below. Someone who can start, and with little training perform all duties listed below with minimal supervision.

Grade : Someone who has had 3 years or more experience in the qualifications listed below. Someone who can start, and with little training perform all duties listed below without supervision.

**ENTRY PAY:** \$21-\$25 per hour, 24-28 hours per week, Flexible Scheduling

**GENERAL PURPOSE:**

Under the direction of the San Juan County Planning & Building Administrator, this position will encompass a variety of supporting duties associated with the Land Use, Management and Development Ordinance. A sample of duties would include monitoring phone calls and emails to the department for general inquiries, ensuring applicants have submitted required documentation for planning requests and building permits, and assisting with support tasks as assigned by the Planning Administrator. This position requires community outreach as a liaison to this department and promotes economic growth, development and opportunity for the betterment of San Juan County.

**QUALIFICATIONS:**

High School Graduate.

Excellent communication skills to promote public relations.

Ability to establish and maintain effective working relationships with other employees and the members of our community.

Highly skilled in Microsoft and Adobe programs.

Considerable knowledge of permitting process and land use ordinances.

Knowledge of associated software preferred (COINS, Iworqs, etc).

**EXAMPLES OF DUTIES:**

- Provides office support to the Planning Administrator and Building Official.
- Serves the public on simple questions via phone and email.
- Monitors planning and building applications for completeness and forwards full application packages to the appropriate party.
- Assists in public notices, outreach and communications.
- Monitors social media for misinformation and public outreach for associations with department community education.

**WORKING CONDITIONS:**

Position performs in a typical office setting. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instruction, emotional stability, and discriminating thinking.

Occasional lifts, carries, pushes, pulls or otherwise moves objects weighing up to 25 pounds. Position requires driving to different locations throughout the county as needed. We are an equal opportunity employer and encourage women, minorities, and the disabled to apply.