



Job Description

Permits & Planning Specialist

Pay Grade: G04

Employment Status: Part-time

FLSA Status: Non-exempt

Experience Required: Minimum of two (2) years of responsible office experience; construction related work experience preferred.

Minimum Education Requirements: High School diploma or G.E.D.

Department: Growth Management Department

Direct Supervisor: Varies

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Works indoors in an office environment.

Certification: Valid State of Florida driver's license. Permit Technician Certification through the International Code Council preferred.

Job Summary: Responsible for advanced clerical work and front desk receptionist work for processing applications for building permits, planning permits, and Business Tax Receipts.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Set up inspections and manage the inspector's schedules.
- Accept applications for all building, sign, and temporary use permits; accept planning and business tax applications; accept/collect all related fees.
- Review forms for accuracy; explain permit procedures, fees and determine missing documents before accepting application.
- Explain and answer questions for developers, contractors and property owners regarding application process for obtaining the permits, inspection process, conditions of Certificate of Occupancy, and other procedures.
- Assist the Plan Reviewers by maintaining phone contact with developers, contractors and property owners, helping to coordinate the needed documents to complete the permitting process.
- Compile and route permit folders to plan reviewers for review, which includes scanning all required documents related to review.
- Accurately enter required information into permitting program. Access, input, and retrieve information from programs and generates reports as needed.
- Receive, verify, and record fees for permits and/or applications.
- Maintain accurate files and records, including files on contractors as it pertains to business tax receipts.
- Assist with accepting required documentation from contractor or business owners for the renewing of or issuing of new business tax receipts.
- Assist with accepting all planning applications, related fees, and required documentation and accurately entering information into permitting system.
- Perform routine clerical support functions as required for Building Division and Code Enforcement Division staff and as needed in the department.



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- Greet and facilitate citizens, customers, applicants, and others that visit the City Hall Annex building.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- General office procedures.
- Construction terminology and documents.
- Permitting process and procedures.
- Construction required inspection and correct order of scheduled inspections.
- Property tax rolls.
- Telephone etiquette.
- City's functions, policies, and procedures.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Work and communicate effectively with various people.
- Work under pressure and meet deadlines.
- Work in a team environment to achieve tasks and accomplish common goals.
- Follow through on designated tasks.
- Handle numerous tasks at once.
- Read and retrieve information from municipal code book.
- Read maps and legal descriptions.
- Enter data at a high rate of speed.
- Access file cabinets for filing and retrieval of data.

Physical Demands

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.



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- Stoooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date