

JOB DESCRIPTION



DEVELOPMENT PERMIT COORDINATOR

DEFINITION

Under general direction of the Director of Planning and the Director of Public Works/City Engineer, responsible for tracking the progress of development permits and providing status information to applicants; provides technical and administrative support facilitating the integration and coordination of permitting activities among various City departments; and performs other related duties as assigned.

EXAMPLES OF DUTIES:

(These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all encompassing of the duties to be performed under this job title.)

(E=Essential Duty; M=Major Portion of Time)

- Provide basic building, engineering, planning and permit information to the public over the telephone and in person concerning zoning regulations. (E, M)
- Maintains all applications and files associated with the building inspection function, and screens building permit applications for completeness. (E, M)
- Coordinates all phases of the plan check review process, including review by other City departments, and review by the structural engineering firm under contract to the City. (E)
- Coordinates planning and engineering permit "tracking" process. (E, M)
- Schedules appointments with contractors and builders for field inspections. (E-M)
- Research, develop, and organize permit information in a database and maintain for use in reports and special projects. (E, M)
- Organize, maintain, and coordinate the Planning and Public Works permit filing systems. (E, M)
- Maintain parcel books; update and maintain copies of forms and documents for public information. (E)
- Perform special Public Works and Planning projects. (E)
- Assist with the maintenance of various Public Works database systems. (E)
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic construction methods and materials, engineering principles and practices, and building safety standards.
- Local ordinances pertaining to planning and zoning.
- Office practices and procedures, including business correspondence, filing techniques, and correct English usage.
- Computer software applications and data base management, including Access, Word, Excel and Power Point software, and GIS.

Ability to:

- Follow oral and written directions.
- Organize work and establish priorities.
- Read and interpret building codes, and regulations.
- Communicate building and development permit requirements to contractors and the public in a professional, articulate, and courteous manner.
- Establish and maintain effective and cooperative working relationships with builders, contractors, the general public, and City officials and employees.
- Gather information and compile database/catalog of technical planning & building information and permit processes.

- Communicate clearly and concisely, orally and in writing.
- Compute building permit fees, as derived from the Uniform Administrative Code and Building Valuation data.

Experience:

Any combination of experience and training that would likely provide the required abilities and skills to perform essential duties. Some experience in current planning and experience working in public agency planning, building, or engineering is desirable. Knowledge of database software and other computer applications necessary.

Education and Certifications:

Equivalent to graduation from high school, and A.A. degree required. A Bachelor of Arts degree, with emphasis in planning, building, engineering, architecture or related field, is desirable. I.C.B.O. certification as a Permit Technician, or similar industry-recognized Certification, may be considered in lieu of an AA degree.

Necessary Special Requirements:

Possession of a valid Class C California Driver's License.

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