

CITY OF NORTH BEND, WASHINGTON
POSITION DESCRIPTION



Class Title: Permit Tech / Planning Assistant
Department: Community & Economic Development
Representation: Teamsters Union Local 763
Salary: \$5,973 – 7,268 per month, DOQ
Overtime Eligible

First Review of Applications: March 20th, 2024

Position Open Until Filled

POSITION SUMMARY:

Perform a wide variety of routine and complex tasks including but not limited to: greeting and assisting the public via telephone, via email and in person to provide information regarding the Community and Economic Development Department; Provide information on basic zoning, building, and engineering code requirements and application procedures to permit applicants and the general public; Provide clerical and administrative support to the Community and Economic Development Director and department staff; Prepare, file, and retrieve official records. Assure that procedures are followed in the receipt of permits, review for completeness, routing for substantive review by technical staff, and subsequent issuance of permits; Provide accounting and tracking of development projects.

ESSENTIAL FUNCTIONS:

- Answer phones, greet the public, provide customer assistance, cashiering, and resolve customer concerns regarding assigned duties.
- Provide information on basic zoning, building, and engineering code requirements and application procedures to permit applicants and the public.
- Prepare and provide permit application forms and guidance in filling out various permit applications (land use, building, and engineering). Provide explanations of the permitting process and information required to submit a complete application. Assure that procedures are followed in the receipt of permits, review for completeness, routing for substantive review by technical staff, tracking progress of substantive reviews and subsequent issuance of permits.
- Establish project files, prepare, and execute project work orders and other materials for Council approval when required; track staff and consultant time spent on development reviews; maintain copies of bonds associated with projects.
- Conduct preliminary reviews of simple permits for code compliance.
- Prepare documents for code enforcement files and public record requests.
- Prepare and maintain records related to permit issuance, inspection and code enforcement. Schedule requests for inspections.
- Act as department records coordinator; establish and maintain filing systems; archive and retrieve departmental documents and records; document and respond to public disclosure requests.
- Compose, type, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Process department accounts payable, assign account coding, and develop projections of future department expenses for annual budget.

- Maintain department web page; prepare or correct documents for placement on web page and coordinate with web master.

AUXILIARY DUTIES:

An employee in this classification is expected to routinely perform other duties as assigned that would typically be performed by an employee in a position within this classification or lower; On occasion an employee in this classification may perform duties of an employee in a higher classification.

- Schedule appointments and perform other administrative and clerical duties. Perform notary duties as needed. Occasionally attend evening meetings and prepare minutes.
- Provide assistance to other departments as assigned.
- Operate a city vehicle to make deliveries or to run errands.

SUPERVISION:

An employee in this classification works under the direct supervision of the Community and Economic Development Director and does not typically supervise others.

TOOLS AND EQUIPMENT USED:

Included but not limited to telephone; personal computer; copy machines; postage machine; fax machine; calculator; and telephone system.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Work is typically performed in a fast-paced office environment. The noise level in the work environment is frequently interrupted with multiple conversations, ringing phones and operating office machines; noise and hazards outside of a typical office environment are limited. Possible interaction with irate or difficult individuals.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping.
- One (1) year of Customer Service experience.
- Three (3) years of increasingly responsible administrative/clerical experience preferred.
- One (1) year permit-related experience gained through work in a municipality preferred.
- Or any equivalent combination of related education and experience.

Knowledge, Skills, and Abilities:

- Working knowledge of computer hardware and software including, Word, Excel, Outlook, and the Internet, at an intermediate level or higher.
- Working knowledge of modern office practices and procedures.
- Knowledge of accounting principles and practices.
- Ability to perform cashier duties accurately.
- Ability to effectively meet and deal with the public.
- Ability to communicate effectively verbally and in writing.
- Ability to handle stressful situations.
- Ability to read, comprehend, interpret, and effectively apply laws and codes.

LICENSE AND CERTIFICATION REQUIREMENTS:

Valid Washington State Driver’s License: Ability to become a Washington State Notary within six months of hire; and Possession of International Code Council Permit Technician Certification or ability to obtain certification within 18 months of hire.

ADDITIONAL INFORMATION:

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position. This description is not a contract of employment and is intended only to provide a general description of duties performed by an employee in this classification, other duties may be assigned, and this description may be amended as needed.

Approved: _____

David Miller, City Administrator

Dated: _____