



# JOB DESCRIPTION

<b>Title</b>	<b>Permit Technician I</b>	<b>Created</b>	August 2003
<b>Department</b>	Community Development	<b>Revised</b>	Feb 2023
<b>Job Class</b>	A 13 4	<b>Safety Sensitive</b>	No
<b>Labor Union</b>	AFSCME Local 2746 Courthouse/Roads	<b>FLSA</b>	Non-exempt

## **Purpose**

Under the direction of the Community Development Director, the individual in this position will collaboratively perform routine and specialized administrative support duties for the planning and code compliance divisions of the Community Development department.

## **Essential Functions**

A person employed in this classification must possess the ability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Respond in person, via phone, or email to general inquiries related to planning and code compliance. Determine specific needs and arrange for appropriate staff member to assist.
- Disseminate information and distribute application forms to prospective applicants for matters related to planning and code compliance.
- Assist with and accept planning permit applications. Issue and process permits once applications are approved. Collect fees based on a set schedule in compliance with county ordinance and state ORS.
- Process applications for property line adjustments, lot of record determinations, geologic hazard overlays, and development permits.
- Prepare annual farm/forest data for the Department of Land Conservation and Development.
- Enter and track applications for rural addresses, grading/drainage/erosion control applications, and road approaches. Forward information to Public Works department staff to determine and issue correct addressing information.
- Assist other county personnel in finding information and records related to planning and code compliance.
- Enter, track, and update open permit records in Accela or related software programs and collate monthly report for planning staff to utilize to update project status. Update department web page and planner workload spreadsheet as new projects are received.
- Provide direct administrative support to the Clatsop County Planning Commission. Collate and distribute planning commission agendas. Prepare monthly planning commission meeting summary, direct public comments to appropriate staff person,



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publish public meeting notices, set up and take down planning commission meeting room.

- Work with Public Affairs to post planning commission meeting videos to department web page.
- Provide administrative assistance to the code compliance division as needed.
- Notarize, record, and maintain, per state records and retention laws, a variety of documents, reports, and files pertaining to contracts, grants, and intergovernmental agreements.
- Serve as planning division procurement liaison. Create purchase orders, pay invoices, prepare daily cash deposits, maintain and track inventory of office supplies.
- Assist with the annual budgeting process, including the preparation of annual budget projections and creating monthly reports related to budget and department performance measures.
- Perform routine administrative tasks including drafting written correspondence, processing incoming and outgoing mail, developing an organizational system to maintain both paper and electronic files. Convert paper files to electronic formats as required by state ORS.
- Perform other duties as assigned.

## ***Required Qualifications***

- High school or GED plus a minimum of three years' experience in a public facing office environment with one year of advanced database software experience, or any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential functions of the position.
- Possess notary certification or ability to obtain within 90 days of start of employment.

## ***Desired Qualifications***

Experience with Accela software; previous experience working in an organization or department specializing in land use planning, community development or GIS.

## ***Knowledge, Skills and Abilities***

- Considerable knowledge of permit processes related to land use planning and community development.
  - Knowledge of mathematical calculations necessary to determine permit fees, budget documents, land use area, and lot sizes.
  - Demonstrated proficiency using Microsoft Word and Excel and various other database programs used to retrieve information, update records, create technical reports, and documents.
  - Able to understand and follow oral and written instructions, and apply departmental policies accordingly.
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- Able to make routine mathematical calculations and interpret legal documents pertaining to property and land use.
- Demonstrated ability to establish and maintain harmonious working relationships with fellow employees, supervisors, contractors, and the general public.
- Skills to multi-task, prioritize, and track project deadlines, and work effectively under stressful situations.

## ***Physical Demands***

Physical demands for the position are minimal and would involve moving boxes, files, maps, etc., sometimes while on a step ladder, weighing up to 25 pounds.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

## ***Working Conditions***

Typical working office environment.

## ***Supervisory Responsibility***

Works under the general supervision of the Community Development Director. Supervision is not a regular responsibility of positions in this classification. May provide training and orientation to newly assigned personnel on department policies and practices.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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