

Job Title: Permits & Development Coordinator

Job Summary: This position is responsible for coordinating all City issued permits. Work involves the processing and issuance of building permits, land disturbance permits (LDP), grading permits, temporary event permits, yard sale permits and more.

CLASSIFICATION CHARACTERISTICS

PERMITS & DEV COORDINATOR I- This is an entry-level/trainee position.

PERMITS & DEV COORDINATOR II - This position performs at the full professional level.

Major Duties:

- Receives, distributes for staff reviews and approvals, and issues all permit applications.
- Enters and updates building permits information in Meritage Systems.
- Issues Certificates of Completion and Certificates of Occupancy.
- Records and reports Land Disturbance Permits processing and issuance information using MS Access database.
- Scans and links LDP documents using MS Access.
- Periodically notifies other government agencies of permits issued, as required by law.
- Verifies state and local licensing of building, plumbing, HVAC and electrical contractors. Maintains records for contractors who have current contractor documents and contractors whose documents have expired.
- Assists and educates applicants with the Tenant Occupancy process.
- Records and reports Impact Fee collection and spending in MS Access database.
- Records and reports completed Building Permit information in MS Excel spreadsheet.
- Processes new water and sewer service applications.
- Prepares Regional System Development Fees (RSDF) reports for Cobb County; prepares reports for annual RSDF audits.
- Makes occasional design changes, create new queries and new reports for the MS Access databases in use by the City.
- Collects fees, prepares invoices and deposits for all permitting fees using Edmunds.
- Assists staff with large volume mail outs using mail merge in MS Word and/or MS Publisher, such as the annual occupational tax licensing notices and community rating system memoranda.
- Prepares annual Tax Digest data for Property Tax and Stormwater Utility updates and billing; delineates tax digest data and prepares spreadsheet using MS Excel. Updates the Stormwater Utility database using prepared spreadsheet, update queries and comparison queries, using MS Access. Add new properties, remove demolished properties, and update land type categories to capture any changes to property uses. Export the updated stormwater utility data; add to the updated property tax data and format the data in the exact spreadsheet format required by Edmunds using MS Excel.
- Researches property information using Edmunds and GIS mapping systems.

- Performs general clerical work including receiving and responding to inquiries in person, types letter, reports and other correspondence, maintains various files, make copies, faxes documents and schedules appointments for staff members as needed.
- Interprets information for customers about basic construction/design requirement, land use related procedures, development standards and process information, permit costs and other procedural issues.
- Provides answers to technical questions posed by applicants concerning zoning, building codes, and other similar regulations, directs applicant to appropriate City staff as needed. Maintains accurate and complete records of construction progress, inspections, sign-off and files. Schedules final inspections and closes out files when work has been completed.
- Provides a variety of specialized and detailed information in person or on the telephone regarding permit requirements to developers, architects, contractors, engineers, realtors and the general public; acts as liaison and contact for larger developments.
- Must have regular and predictable work attendance to fulfill the essential functions of the job.
- Attend and participate in professional group meetings and stay abreast of new trends or laws affecting the development and building plan submittal and approval process.
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of city and department policies and procedures.
- Knowledge of general office practices and procedures.
- Skill in public relations practices and techniques.
- Skill in operating modern office equipment.
- Advanced skills in MS Word and MS Excel.
- Advanced skills in MS Access; database design, maintenance, data entry, query and custom reports.
- Ability to organize and maintain a variety of records.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, contractors, builders, developers, licensees and the general public.
- Ability to maintain strict confidentiality.
- Ability to read, interpret, apply and explain codes, regulations, policies and procedures.
- Ability to perform various tasks while subject to interruption and to perform work according to schedule and time lines.

Supervisory Controls: Work is assigned by the Community Development Director in terms of detailed and general instructions. Procedures and requirements involved to do the work in this position are discussed by the Community Development Director and incumbent of this position. Work is reviewed to ensure compliance with the procedures

that are to be used.

Guidelines: Guidelines include City codes and ordinances, department policies and procedures, standard operating procedures, and relevant state and federal policies and regulations related to permits. Guidelines require sound judgment and may require interpretation in application.

Complexity: The work consists of a variety of administrative and clerical duties and application of governing laws and regulations relating to the development and building process.

Scope and Effect: The purpose of this position is to process and issue a variety of building and development permits per the standards and regulations relating to development and building.

Personal Contacts: Contacts are typically with co-workers, business owners, builders, developers and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information and provide services.

Physical Demands: The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring a moderate degree of dexterity.

Work Environment: The work is typically performed in an office with prolonged sitting and/or standing and occasional lifting of 10-20 lb. The environment is sometimes stressful in trying to meet customer needs and perform work with interruptions.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

- PERMITS COORDINATOR I – High school diploma or GED; one (1) to two (2) years related experience, some experience in issuing permits preferred; equivalent combination of education and experience.
- PERMITS COORDINATOR II – Associate’s degree in planning, public administration or related field required; three (3) to five (5) years related experience; equivalent combination of education and experience.