

<b>ORGANIZATION:</b>	City of Sherwood	<b>DATE:</b>	2009
<b>LOCATION:</b>	Sherwood, Oregon		
<b>DIVISION:</b>	Community Development		
<b>DEPARTMENT:</b>	Engineering		
<b>FLSA STATUS:</b>	Non-Exempt		
<b>JOB TITLE:</b>	Permit Specialist – Pay Group 6		

**PURPOSE OF POSITION:**

Perform a variety of administrative and technical functions in support of the Community Development Division. Receive applications, plans and fees for the permit reviews and processing in the Community Development Division, which includes the Planning, Building and Engineering Departments. May gather pertinent information for determining compliance with zoning, land use codes, building and engineering issues and provide information to the general public.

**ESSENTIAL JOB FUNCTIONS:**

Receive and review permit applications for completeness and required documentation and collect appropriate permit fees; route plans for review and comments; track plan review status, ensure timely document return to the development customers. Track statistical information using computerized permitting system. Maintain application logs, registries, and other databases as assigned.

Prepare applicable packets, notifications, minutes and other materials within required deadlines and requirements. As assigned, prepare, distribute, and post public notices, develop public outreach materials, and mail decision notices. Serve as the recording secretary as assigned for commission and/or boards meetings.

Communicate and coordinate regularly with staff counterparts to maximize the effectiveness and efficiency of interdepartmental and interagency operations and activities. Coordinate with assigned department and information technology staff on maintaining and updating website as assigned.

Provide internal and external customer service by responding to inquiries in writing, telephone and/or at the counter; provide information regarding zoning, building, public improvements, city codes and application procedures. Works cooperatively with property owners, contractors, architects, developers, engineers or their representatives to resolve questions regarding permit issues, fees and inspections. Confer with applicants to explain City's application and plan review process.

Compose general letters, agreements, reports, agendas, resolutions, and ordinances, etc. from brief verbal instructions, or as directed from own knowledge of situations or information obtained from others. Type and edit correspondence, reports, forms, etc. as requested. Develop and maintain office forms and procedures to assure organized processing of information and requests. Schedule appointments and set up meetings.

Oversee maintenance of department records files and other reference materials. File and retrieve documents as necessary. Research and track response to inquiries from staff, outside agencies and the public. Set priorities and meet deadlines; develop procedures and perform a variety of office administrative tasks such as maintaining current reference materials and complicated and or sensitive files.

Maintain cooperative working relationships with City staff, other organizations and the general public. Support and respect diversity in the workplace.

Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:**

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

MANDATORY REQUIREMENTS: Advanced knowledge of general office practices and procedures, business English, word processing, spreadsheet and database applications software, permitting processes and terminology, etc. Ability to understand and explain City ordinances/codes Ability to operate computer and other standard office equipment. Equivalent to high school plus additional specialized administrative training and three years related experience in planning, zoning or building code areas, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Valid Oregon Drivers License, or ability to obtain within six months of employment.

DESIRABLE REQUIREMENTS: Knowledge of specific City ordinances and Planning, Building, and Engineering related terminology. Prior municipal experience, including a working knowledge of software utilized within the department.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:**

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

**SUPERVISORY RESPONSIBILITIES:**

Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Department Supervisor/Manager.