



JOB ANNOUNCEMENT 2014-015

Building Permit Specialist Building Department

Part Time 20 hours per week / Non-Exempt / AFSCME Represented

SALARY: \$20.87 - \$26.71 hourly Plus 6% City paid PERS

OPENS: August 22, 2014

CLOSES: September 5, 2014 at 5:00pm PST

APPLY TO: Human Resources – City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140
(503) 625-4201 - Fax (503) 625-5524
humanresources@sherwoodoregon.gov

SUMMARY AND REQUIREMENTS

The Building Permit Specialist receives applications, plans and fees for the administrative permit reviews in the Building Department. Respond to requests for information on building issues. May gather pertinent information for determining compliance with zoning and other land use codes. Provide information to the general public on related codes, general planning and zoning issues. Serve as administrative back up to Building Official and Inspectors. **MANDATORY REQUIREMENTS:** Knowledge of general office practices and procedures, business English, word processing, spreadsheet and database applications software, permitting processes and terminology, etc. Ability to understand ordinances/codes and work with the public in explaining rules, operate computer and other standard office equipment. Equivalent to high school plus two 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. **DESIRABLE REQUIREMENTS:** Knowledge of specific City ordinances and word processing, spreadsheet and database software utilized within the department.

APPLICATION MATERIALS

Application materials must be completed and received by the Human Resource Department on or before the closing date. Electronic copies are accepted with a signature. Application materials can be found online at www.sherwoodoregon.gov or may be requested by mail by calling Human Resources at (503) 625-4201.

SELECTION PROCESS

A City application, cover letter, and resume will be used to select the top candidates. Those selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory pre-employment criminal history background and drug test.

NOTIFICATION

Applicants that are not selected will be notified by phone or mail once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.