



City of Lake Oswego, Oregon

Job Description

SENIOR PERMIT TECHNCIAN

FLSA Status: Non-exempt
Union Representation: LOMEA

Salary Grade: 158
Job Code: 1085

Class Summary

Under general supervision of the Building Official / Permit Center Manager, the Senior Permit Technician performs complex technical duties in supporting the building permit software program, permit center processes, providing technical information and assistance, minor plan review, building department budget reporting and tracking, and the departments billing and invoicing.

Distinguishing Characteristics

This classification includes permit technician II duties along with budget, reporting, and building code knowledge, assisting building department staff on department policy and building code questions and processes, and performing minor plan reviews. Incumbents are expected to perform semi-skilled to skilled work with minimal direction. Work may require independent judgment in the application of regulations and established procedures of the Building department.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Coordinates and administers the building permit/tracking software programs.
2. Utilizes the system to process applications, fee assessments and collections, documents, standardization, and permit issuance.
3. Establishes and maintains security levels of access for City-wide users and assists departments with reporting/information needs including report development and maintenance needs, functions and requirements.
4. Assists in preparing and presenting in-house training on the building permit/system and annual updates.
5. Collects fees and provide cashiering function for wide variety of City transactions, including building permits, land use applications, records research and map and document sales.
6. Enters permit activity and enforcement action records on computer program.
7. Performs daily cash register reconciliation and deposit.
8. Writes a variety of letters, reports and office procedures. Collects data and prepares a variety of regularly scheduled and special reports on departmental activities, services and operations.
9. Maintains department budget, tracking expenditures, and revenues.

10. Provides various monthly, quarterly, bi-annual and annual reports on expenditures, revenues, and permitting data.
11. Assist plans examiners and building inspectors on department policy and building code questions and process.
12. Works directly with the Building Official on development of new processes and policies to better improve customer service.
13. Performs minor plan reviews for minor decks and small utility structures as allowed under state law.
14. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Computer software administration and reporting methods, principles and practices.
- Methods, principles, and practices of accounting and of financial and statistical recordkeeping.
- Modern office methods, practices and procedures, including personal computer operation principles.
- Proper business English usage, spelling, grammar, and punctuation.
- Assess and collect fees through use of a computerized cashiering system.
- Personal computers and related software applications.
- All current adopted state building codes/city building ordinances in regards to permits and permitting.

Skills and Abilities to:

- Administer/support and developing reporting software programs equivalent to the City 's building permit/tracking program.
- Operate a variety of office equipment, including personal computer for purpose of data entry, information retrieval, document and report creation and preparation.
- Deal tactfully and courteously with the public and City employees.
- Establish and maintain cooperative working relationships.
- Organize work to achieve maximum efficiency in the performance of duties in an environment subject to frequent interruptions.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D and three years related experience plus one year of experience administering support software programs; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification may be required to possess a valid driver's license and ability to meet the City's driving standards.

Requires Permit Technician Certification from the International Code Council.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.