



City of Lake Oswego, Oregon

Job Description

PERMIT COORDINATOR I

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 114

Job Code: 1038

Class Summary

Under close supervision of the Building Official / Permit Center Manager, the Permit Coordinator I performs moderately complex clerical, accounting and para-technical duties in supporting and coordinating the building permit software program and permit center processes.

Distinguishing Characteristics

This is the entry level classification in the permit coordinator / technician series. Job assignments require basic background in record keeping and clerical functions, but little or no knowledge of the specific area of assignment. As familiarity with the nature of work increases, the breadth of assignments will generally expand and position will perform duties with greater degree of independence and discretion for making judgments within prescribed procedures and accepted practices.

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. Collect fees and provide cashiering function for wide variety of City transactions, including building permits, land use applications, records search and map and document sales.
2. Performs daily cash register reconciliation and deposit.
3. Utilizes the system to process applications, fee assessments and collections, documents, standardization, and permit issuance.
4. Transcribes inspection requests; prepare necessary documents and provide office support to field staff.
5. Writes a variety of letters, reports and office procedures.
6. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- 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.
- Personal computers and related software applications.

Skills and Abilities to:

- 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 two years related experience; 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.

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.