



## City of Lake Oswego, Oregon

### Job Description

#### PERMIT TECHNICIAN II

**FLSA Status: Non-exempt**

**Union Representation: LOMEA**

**Salary Grade: 117**

**Job Code: 1039**

#### Class Summary

Under general supervision of the Building Official / Permit Center Manager, the Permit Technician II performs complex technical clerical and accounting duties in supporting the building permit software program and permit center processes.

#### Distinguishing Characteristics

This is the journey level classification in the permit coordinator / technician series. 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. 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.

**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.

**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.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**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.*