



10/10/02

CITY OF NORMANDY PARK

JOB DESCRIPTION

TITLE: Permit Coordinator/Assistant Planner
DEPARTMENT: Planning and Community Development
REPORTS TO: Planning and Community Development Manager
EMPLOYMENT STATUS: Regular Full-time, Non-Exempt

Summary

Under the direction of the Planning and Community Development Manager, the Permit Coordinator executes a variety of tasks ranging from clerical through complex, specialized technical duties related to permit processing, review and issuance of development or special use permits and environmental reviews. Perform planning tasks and interdepartmental coordination duties. Review development plans and provide code enforcement assistance. The Permit Coordinator is classified as a Fair Labor Standards Act (FLSA) non-exempt position.

Essential Job Functions

- Receive and respond to public inquiries on the telephone, in writing or in person.
- Respond to inquiries regarding building permit and inspection requirements, comprehensive plan, zoning, subdivision, shoreline permits, environmentally sensitive areas regulations, drainage requirements, and sanitary sewer permits.
- Take and transcribe minutes.
- Operate computer terminal, using basic computer programs such as word processing, spreadsheet, and database, copying machine, postage meter, and typewriter. Perform routine clerical duties including typing, filing, proofreading, records management.
- Read, interpret, apply and explain rules, regulations, policies and procedures and review building permits and land use applications to assure their compliance with all of the above.
- Organize and perform multiple tasks and responsibilities within assigned deadlines.
- Establish and maintain cooperative and effective working relationships with others.
- Read and interpret land use plans and maps, and zoning maps.
- Prepare staff reports to the Planning Commission and Board of Adjustment as assigned.
- Prepare statistical data and reports.

Scope of Responsibility

Under the direction of the Planning and Community Services Manager, the individual who is assigned to this classification is responsible for their own work product. The Permit Coordinator provides direct assistance to the public and Planning Department, as well as other City departments, the City Council, the Planning Commission and the Board of Adjustment as assigned.

Typical Duties

- Assist the public and other City departments regarding permit process for project submittal and respond to general and technical planning questions.
- Receive and process permit applications. Ensure completeness of application and conduct zoning reviews working with the Planning and Community Development Manager and Building Inspector to resolve problems. Maintain files and related logs.
- Assist the Planning and Community Development Manager with environmental reviews and SEPA determinations. Obtain documents from applicant, mail findings to agencies. Post appropriate notices.
- Within the limit of experience and knowledge, interpret and explain all applicable Federal, State, and Municipal regulations and codes to developers, property owners, residents and the general public.
- Analyze building permits, plans and other land use permits to assure compliance with the City Comprehensive Plan, Shoreline Master Plan, zoning, environmental regulations and other applicable requirements and regulations.
- Coordinate plan reviews for planning, building and engineering requirements.
- Monitor permitted projects for code compliance and conditions of approval. Assemble permit data for local, state and federal reports. Develop and produce reports.
- As required, attend evening Board of Adjustment and Planning Commission meetings, for the purpose of presenting staff reports.
- Serve as staff support to the Board of Adjustment and Planning Commission. Prepare meeting minutes, transcriptions, agendas, public notices, findings of fact and conclusion of law and meeting packets for both boards as required.
- Assist in the development of department policies and planning reports and presentation graphics.
- Track necessary information, prepare and submit reports required by various public entities, State and Federal agencies.
- Assist with the administration of recycling/solid waste programs.
- Assist in the research of grant opportunities for capital improvement projects and with the preparation of grant applications.
- Compose written correspondence.
- Serve as support staff to the Street Light Committee. Investigate and process requests for new streetlights. Report non-working lights to appropriate electric utility.
- Represent the City, when required, attending work-related meetings and conferences.
- Occasional walking on uneven ground and in adverse weather conditions may be required for site visits.
- Other similar duties as may be assigned.

Qualifications

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

- Two years experience in a public planning agency or private organization dealing with land development processes. Education equivalent to an Associate in Arts degree with a major emphasis in urban planning, public administration or related field; or
- One year experience in a public planning agency or private organization dealing with land development processes and a Bachelor’s degree in urban planning, public administration or related field; or a combination of equivalent education and experience may be substituted.
- Requires knowledge of the principals and practices of urban planning including zoning, subdivisions, code development, and administration.
- Working knowledge of permit processing, zoning and building code procedures as well as municipal liabilities.
- Ability to establish and maintain effective relationships with the public, appointed and elected officials, professional contacts and staff.
- Ability to provide high level of customer service.
- Ability to read and interpret regulations, construction plans, and maps including site and plot plans, topographical maps and zoning maps.
- Team oriented person who is self-motivated, disciplined, and can handle adversity and pressure well.
- Requires ability to communicate effectively, both verbally and in writing.

Special Requirements

- Requires a valid Washington State Driver’s License and a driving record free of significant moving violations.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Department Manager Review: _____

Date: _____

Position Authorized: _____ Approved:_____

Job Description Approved by City Council: 9/13/94; Amended: _____