

Town of Edisto Beach

Permit Technician/CLERK

DEPARTMENT	Building	JOB CLASSIFICATION	TBD
FLSA CLASSIFICATION	Non-Exempt	SUPERVISORY	No
REPORTS TO	Building Code Administrator	CIVIL SERVICE	No
STATUS	Full-time	EFFECTIVE DATE	10/8/2009
SCHEDULE	Monday-Friday, 8-4:30	SAT., SUN., HOLIDAYS	Occasionally
OVERTIME	As Needed	PAY RANGE	TBD

GENERAL STATEMENT OF DUTIES

This position performs a wide variety of complex and specialized technical and administrative work for the Building Department including, but not limited to coordinating daily operations, building permit issuance, conditional uses, zoning variances, miscellaneous offenses variances, official records maintenance, payroll functions etc. The incumbent ensures that International Building Code and International Residential Code guidelines, rules and regulations are adhered to along with Town of Edisto Beach departmental policies and procedures. Work is performed under the supervision of the Building Code Administrator, but is carried out with independence in accordance with established procedures and policies. The principal duties of this class are performed in a general office environment.

DUTIES, FUNCTIONS AND RESPONSIBILITIES

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Prepares agendas and agenda packets for the Planning Commission meetings; notifies the Council, appropriate Town staff, the news media and other interested parties of the date and time of the Planning Commission meetings; takes notes, records minutes, transcribes and logs minutes into minutes book and maintains records for public examination.
2. Performs administrative secretarial duties for the Building Code Administrator as needed.
3. Attends meetings and conferences as a participant or as staff.
4. Establishes and manages official records management including electronic management and storage, and arranges for destruction of obsolete records in accordance with State law retention policies.
5. Processes and coordinates responses to Freedom of Information requests to be reviewed by the Building Code Administrator.
6. Responds to requests made by the Town Administrator affecting the daily business operations of the Town.
7. Issues business licenses under direct supervision from the Building Code Administrator, in accordance with applicable Town ordinances and regulations.

8. Maintains harmony among co-workers and uses the highest ethical discretion when dealing with Town business.
9. Acts as secretary for the Planning Commission, and Zoning Board of Appeals.
10. Processes building permit applications under direct supervision from the Building Code Administrator, in accordance with applicable Town ordinances and regulations.
11. Cross trained to back up Finance Clerk in Payroll, Disaster Recovery, Telephone System and Postage Processing.
12. Provides a high level of customer service to the public representing the Building Department.
13. Calculation of permit and license fees for contractors and homeowners; small permit (i.e., electrical, plumbing and/or mechanical) approvals and verifications; verification of plans and drawings for completeness before acceptance for the permit process.
14. Screen and direct calls and public visitors; provide customers with permit information including quoting of fees and suggesting types of permits needed; answer questions and provide information to the public, including pertinent federal, state and local laws, codes and regulations, particularly those applicable to Building Inspection and commercial project architect and engineers, receive citizen complaints and questions and refer to appropriate department or division staff member for resolution.
15. Obeys safety rules and exercises caution in all work activities.

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills and abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

1. Thorough knowledge of Town operations, policies and procedures.
2. Thorough knowledge of State Public Records act and regulations governing records management.
3. Thorough knowledge of records management and archives principles.
4. Thorough knowledge of computer and software programs to design indexes for record tracing, archival, retention and storage, word processing and use of email.
5. Thorough knowledge of office administration.
6. Ability to effectively serve as Permit Technician; including being familiar with codes, laws, and regulations governing building permits.
7. Ability and willingness to attend or travel to attend Building Department related classes in order to receive certifications and or learn new skills.
8. Ability to provide administrative assistance to the Building Code Administrator.
9. Ability to effectively manage, maintain and archive records for the Building Department.
10. Ability to manage multiple projects simultaneously, set goals and develop an action plan to achieve them.
11. Ability to interact with the general public and staff in a courteous and diplomatic manner.

12. Ability to establish and maintain effective working relationships with the Mayor, Town Council, Town Administrator, other elected officials, Department heads, other Town employees, Federal, State, and local government agency representatives, local business and community organizations, the news media and the general public.
13. Ability to efficiently and accurately perform basic mathematical computations.
14. Ability to communicate effectively with others, orally and in writing, using both technical and non-technical language.
15. Ability to understand and follow oral and/or written policies, procedures and instructions.
16. Ability to prepare and present accurate and reliable reports containing findings and recommendations.
17. Ability to operate a computer using standard or customized software applications appropriate to assigned tasks.
18. Ability to use logical and creative thought process to develop solutions according to written specifications and/or oral instructions.
19. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
20. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
21. Integrity, ingenuity, and inventiveness in the performance of assigned tasks.
22. Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions.
23. Ability to take notes of the proceedings of Planning Commission meetings and to prepare accurate minutes reflecting actions taken.
24. Ability to use good judgment in making decisions in conformance with laws, regulations and policies.
25. Ability to research program documents and narrative materials and compile reports from information gathered.
26. Ability to generate grammatically correct documents.
27. Ability to establish and maintain effective working relationships as necessitated by work assignments.
28. Skill in use of a calculator, computer terminal, personal computer, internet search engine and other related office machines.
29. Other duties as may become apparent or necessary.

MINIMUM REQUIREMENTS

MINIMUM EDUCATIONAL REQUIREMENTS. Extensive progressively responsible secretarial, clerical or administrative experience and completion of high school; or completion of an associates degree program in secretarial science or business administration with experience as indicated above; or graduation from a four-year accredited college or university preferably with a major in records management, business administration, public administration or related field; or an equivalent combination of experience and training.

MINIMUM EXPERIENCE REQUIREMENTS. A minimum of three-years experience as a Permit Technician or administrative assistant preferred.

MINIMUM LICENSE REQUIREMENTS.

Valid South Carolina Driver's License or ability to secure South Carolina Driver's License upon employment.

Permit Technician Certification by the International Code Council or completion of a substantial amount of the requirements with the ability to obtain certification within one (1) year.

PHYSICAL REQUIREMENTS

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation which enables the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation which enables the employee to review a wide variety of materials in electronic or hard copy form.
- Sufficient manual dexterity, with or without reasonable accommodation which enables the employee to operate a personal computer, telephone and other related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation which enables the employee to function efficiently in a general environment.
- Ability to lift and move 20 to 25 lb. boxes.
- Ability to squat and walk.
- Ability to sit for long periods of time.

ESSENTIAL SAFETY FUNCTIONS

Establishment and maintenance of a safe work environment is the shared responsibility of the Town and all employees. The Town expects employees to do everything within their control to assure a safe environment and compliance with federal, state and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Failure to utilize required safety equipment or standard safety precautions is considered a serious offense and should result in prompt disciplinary action. Employees are asked to immediately report any unsafe condition to their supervisor. All employees are expected to correct unsafe conditions as promptly as possible.

Basic safety standards are outlined in the Occupational Safety and Health Act. These standards set and define criteria for evaluating the safety of a working place, including an automobile or truck if that is where an employee normally performs work.

All accidents that result in injury are to be reported to the appropriate supervisor, regardless of how insignificant the injury may appear. Reports are to be submitted within twenty-four (24) hours of the incident or by the next available business day.

Acknowledgments

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

Employee's Name Print

Signature

Date

Town's Authorized Representative

Signature

Date

Note: *By signing this document I am agreeing to the statements contained in this job description. These statements 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. It 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 balance the workload.*