

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Permit Application Center Coordinator	CLASS. CODE: 0128
DEPARTMENT:	Community Development	FLSA: E
REPORTS TO:	Building and Safety Administrator	Date: 7/1/2002

Job Summary:

Performs various administrative and supervisory duties involved in providing information regarding permit and license issues and permit processes for City departments. Plans, directs and supervises the activities of the employees in the Permit Application Center.

• **Essential Job Functions**

- (All functions may not be performed by all incumbents.)
- Administers complex City of Salem ordinances and State of Oregon rules and regulations and determines which City or State law(s) apply to situations.
- Interprets and applies proper codes in order to ensure public safety and meet applicant needs. Explains administrative details of codes to applicants and disseminates administrative processes to issue permits and licenses to the staff.
- Provides direct supervision and is responsible for making decisions daily, providing leadership and direction to staff. Prepares work schedules and trains employees.
- Interviews candidates and hires new employees as needed, and prepares formal evaluation of employee performance and conducts annual performance appraisals. Develops work plans for employees who need improvement, and plans and carries out the training and development of employees.
- Conducts weekly and bi-weekly staff meetings.
- Resolves conflicts with staff and clients. Interact with architects, engineers, contractors, general public and inter-department staff.
- Designs, implements and evaluates permit and license issuance services assigned to Permit Application Center.
- Coordinates and provides administrative support to other divisions and departments. Maintains records of funds received in the Permit Application Center.
- Designs computer programs used for tracking and imaging purposes. Ensures computer programs function properly, and updates computer programs to reflect any changes in fees.
- Approves Certificate of Occupancies, extensions of building permits and reviews applications on behalf of the Building and Safety Administrator.
- Prepares statistical reports, staff reports and draft resolutions to be distributed to the Mayor and Council, Census Bureau, the State of Oregon and the Statesman Journal.
- Assists in the preparation of the annual budget related to the Permit Application Center.

Important Job Functions

- Responds to questions of the media concerning permit or license issues.
- Generates information for charts presented to the Budget Committee and in the annual budget.

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- Attends meetings and conferences as required.
- Performs other duties as required by Building and Safety Administrator.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, plotter, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- High School diploma or equivalent; and,
- Seven (7) to ten (10) years of municipal experience or in a related field; or,
- Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Notary Public certification desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Municipal permit and licensing systems.
- Local and state regulations related to permitting.
- Knowledge of office management and record maintenance procedures.
- Contemporary office practices and procedures and basic office software products.
- General accounting procedures.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Use various software packages.
- Supervise and manage staff.
- Speak and present effectively in front of small groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Perform accounting computations and procedures.
- Prioritize and handle multiple tasks.
- Maintain required work hours and attendance.

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Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Lift up to 50 pounds.
- Work in loud environment with dust and fumes.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.