

PERMIT ANALYST

DEFINITION

To plan, organize and implement permit center program/operations within the Permit Center; to provide expertise in program elements for the organization; and to perform a variety of professional and technical level tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from supervisory and/or management staff.

Exercises technical and functional supervision over lower level permit staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for permit center programs; implement policies and procedures.

Develop and implement the permit center program by compiling, evaluating, and determining specific needs related to permit center customers.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Assist in the preparation of assigned program and project budgets; prepare budget recommendations relative to assigned permit center program responsibilities; research past expenditures and revenues and project future expenditures.

Plan, prioritize, and assign the work of staff involved in providing permit center services related to program activities.

Research, compile and prepare reports and documentation on program activities; analyze program and develop corrective action, maintain records of findings and corrective actions; prepare periodic status reports.

Provide information and direction to the public at the counter, via telephone, e-mail, and written correspondence related to the City's development and permit process including planning, building, engineering, and zoning matters.

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Review applications, documents and plan submittals to assure accuracy and compliance with pertinent laws and established criteria; log-in and coordinate routing of various plans and permits to appropriate departments.

Perform minor plan checks; issue minor planning, engineering and building permits; calculate permit and mitigation fees and provide fee estimates as requested; prepare fee credits for proposed projects.

Assist with the development of marketing and informational materials; maintain database of new businesses.

Serve as backup for economic development inquiries and questions.

Represent function on committees, outside organizations, and at staff subcommittees as necessary; coordinate permit center activities with other divisions and outside agencies.

Respond to requests for information from the general public, City staff, developers, and other interested parties; research requested information and make recommendations appropriate to resolving inquiries and/or complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service

Perform related duties as required.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of land use planning and related construction permitting.

Planning approval and building permit processes and procedures; specification requirements, construction practices, and cost estimating.

Practices of budget preparation and administration.

Pertinent local, State and Federal laws, ordinances and rules.

#### Ability to:

Perform professional work in the development, administration and implementation of permit center programs.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Organize, plan, prioritize, and assign the work of assigned staff.

Interpret and explain pertinent permitting and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain cooperative relations with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

#### Experience and Training

A typical way to obtain the knowledge and abilities would be:

##### Experience:

Three years of increasingly responsible experience in land use planning and/or related construction permitting.

AND

##### Training:

Equivalent to a Bachelor's degree from an accredited college or university in planning, civil engineering, or a related field.

#### License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of a Permit Technician Certificate as issued by the International Conference of Building Officials (ICBO) or equivalent certification.

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05-12-07

Permit Coordinator