

## Job Description

**Job Title: Permit Technician**

**Prepared By: David Gertsch**

**Classification: Part-time**

**Prepared Date: May 25, 2015**

**Department: Planning**

**Approved By: Human Resources**

**Reports To: Planning Director**

**Approved Date: 2/5/2016**

**Location: 1002 South 3<sup>rd</sup> St.**

**FLSA Status: Non-exempt**

**Job Summary:** This position is responsible for accepting and reviewing zoning certificate applications, receiving other land use permit applications, and performing a variety of clerical/office tasks for the Albany County Planning Office. The Permit Technician works closely with the addressing coordinator and compliance officer. Direct supervisor is the Planning Director.

### **Essential Duties and Responsibilities:**

- Accept and review for completeness zoning certificate and other land use permit applications.
- Prepares zoning certificates for review and consideration of the Board of County Commissioners.
- Work closely with applicants to ensure compliance with County regulations.
- Interprets and explain County zoning regulations to the public.
- Work closely with other staff to provide them information pertinent to their duties.
- Assists other staff with compiling application materials for review.
- Filing, scanning, and other clerical duties.
- All other duties as assigned.

### **Qualifications/ Requirements:**

- High school diploma or GED.
- Bachelors Degree (preferred)
- Excellent customer service skills.
- Communicate clearly and concisely (both verbally and written).
- Working knowledge of clerical and office equipment (copy, fax machines).
- Computer skills.
- Experience with Microsoft Office Suite.
- Experience using ArcGIS software (preferred)