

CITY OF SATELLITE BEACH

JOB DESCRIPTION

JOB TITLE: ZONING/PERMIT TECHNICIAN/ADMINISTRATIVE ASSISTANT

DEPARTMENT: COMMUNITY DEVELOPMENT / BUILDING AND ZONING

GENERAL DESCRIPTION:

Independent, professional, administrative, research and secretarial position, requiring tact, composure, flexibility and communication skills. Work is performed under the general supervision of the Building Official

ESSENTIAL JOB FUNCTIONS:

1. Knowledge of the land development regulations.
2. Accepts applications for building permits. Reviews forms for accuracy and missing documents; explains permit procedures and fee schedules. Issues building permits. Schedules inspections.
3. Coordinate with Brevard County Address Assignment required addressing of properties.
4. Cross-trained as Zoning Technician in order to perform those duties as necessary.
5. Assists with all administrative matters pertaining to management of the department.
6. Serves as secretary to various advisory Boards and meetings as assigned.
7. Coordinates board scheduling and agendas, meets required deadlines as spelled out in state statutes and city codes, compiles agenda package. Prepares minutes and completes follow-up required as a result of board action.
8. Established and maintains procedures manual for each board. This serves as office procedure as well as guideline for board members.
9. Accesses, inputs, and retrieves information from the computer.
10. Composes and types letters.

ZONING/PERMIT TECHNICIAN/ADMINISTRATIVE ASSISTANT
PAGE 2

11. Drafts ordinances and resolutions.
12. Aids in research to keep codes current.
13. Deals with citizens' complaints and questions. Copes with difficult situations relating to citizen dissatisfaction with codes, etc.
14. Directs department record management. Processes and maintains all official Community Development department documents and records.
15. Maintains files for contractor information. Insure proper documents are received prior to issuing permit.
16. Assists the plan review process by maintaining phone contact with contractors and property owners, helping to coordinate the needed documents to complete the permitting process.
17. Prepares monthly and quarterly reports required by county, state and federal agencies.
18. Keeps appointment calendar.
19. Performs public relations functions with developers, contractors and citizens regarding zoning, permits, inspection process, certificates of occupancy and other procedures.
20. Assists Department Head in preparation of departmental budget. Maintains and monitors department budget.
21. Prepares purchase vouchers.
22. Answers, screens and routes telephone calls.
23. Retrieves information on properties, responds to inquiries regarding properties from appraisal firms, real estate agents and the public.
24. Prepares and maintains code enforcement correspondences and related documents

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of office management procedures.
- Knowledge of construction terminology and documents.
- Knowledge of telephone etiquette.
- Knowledge of the uses of a computer and equipment
- Knowledge of records retention regulations
- Ability to work under pressure and meet deadlines.
- Ability to perform several tasks at one time.
- Ability to work independently.
- Ability to work effectively with a variety of individuals & groups.
- Ability to communicate in writing and orally.
- Ability to follow directions.
- Ability to follow through on designated tasks.
- Ability to access, input and retrieve information from a computer.
- Skill in public relations
- Skill in typing, filing and research techniques.
- Skill in operating office equipment.

EDUCATION AND EXPERIENCE:

- High school graduation or possession of an acceptable equivalency diploma.
- Five (5) years in responsible office and administrative procedures.
Construction related work preferred.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to enter data at a prescribed rate of speed
- Ability to communicate both orally and in writing
- Ability to access file cabinets for filing and retrieval of data
- Ability to sit at a desk and view a display screen for extended periods of time

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment
- Stressful situations