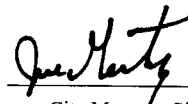


City of Fernandina Beach
Job Description


City Manager Signature
4-22-14
Date

Title: Permit Specialist
Department: Community Development
FLSA Status: Non-Exempt
Reports to: Building Official
Pay Grade: 127

Minimum Qualifications

- A. Education and Experience:
Must possess high school diploma or GED. College degree or some college preferred. Experience in processing and issuing permits a plus. Proficiency in Microsoft Office Suite required. Customer service experience required. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Certifications:
Valid Florida Driver's License required.
- C. Knowledge, Abilities, and Skills:
Excellent oral and written communication skills required. Must have knowledge of standard office practices, procedures, equipment, and office assistance techniques including record keeping; knowledge of basic building construction methods; knowledge of general building and zoning codes, related laws, City ordinances, and floodplain management; knowledge of how to read construction blueprints and land surveys; knowledge of basic math as applied to the calculation of construction fees, impact fees, taxes, and building construction cost valuation; and knowledge of public records research and requirements.

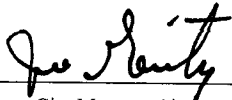
General Description

Performs responsible work in the review, processing and issuance of construction permits; assists customers with processing permit applications, determines cost for permits. Reviews permit submittals to ensure proper documentation is provided. Performs clerical work in a variety of office tasks.

Essential Functions

1. Reviews permit applications and examines plans for compliance with applicable codes.
2. Reviews and processes permit applications and plans necessary for the issuance of construction permits.
3. Reads construction blueprints and interprets land surveys.
4. Responds to inquiries of developers, architects, and property owners by providing information related to permit procedures and policies either at the counter or by phone.

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5. Performs plan checking against City standard plans of minor structures, such as patios and fences.
6. Issues permits.
7. Calculates and collects fees and prepares deposits.
8. Coordinates with Utilities department by providing costs for new connections.
9. Assists with coordination of City's floodplain management program and participation in the NFIP Community Rating System.
10. Coordinates with other departments and regulatory agencies to ensure the required approvals have been granted.
11. Maintains logs of plans and applications submitted.
12. Files/routes plans and applications to City staff as required.
13. Notifies applicants when plans are ready for correction or permits are ready for issuance.
14. Performs records searches and prepares records for archiving in accordance with public records requirements.
15. Prepares correspondence, statistical and other required reports; uses a PC to input and retrieve information.
16. Performs clerical tasks, including typing, filing, copying, etc.
17. Operates standard office, data entry, and word processing equipment.
18. Assists customers at front counter as needed, answers telephone, greets public.
19. Provides general information about City services as qualified.
20. Protects assets by monitoring and enforcing inventory controls.
21. Manages budget and controls expenses effectively.
22. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
23. Attends and participates in administrative meetings as required.
24. Recommends process improvements as needed to enhance efficiency.
25. Reads and interprets manuals to ensure safe and efficient operation of equipment.
26. Complies with OSHA Safety and Health rules.
27. Performs other duties as assigned.

Essential Physical Skills

Acceptable eyesight, hearing (with/without correction), light lifting and carrying (up to 20 lbs.), reaching, walking, standing, kneeling, bending, stooping. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside in an office environment.

Key Competencies: Integrity, Business acumen, Professional knowledge, Analysis, Attention to Detail, Interpersonal skills, Communication (oral and written)