



Permitting Coordinator

SALARY GRADE: 16

PURPOSE OF POSITION: To provide assistance and administrative support to a Department Head or Division Heads, and to coordinate all commercial permitting within the City of Sarasota.

ESSENTIAL FUNCTIONS:

- Assembles, processes and distributes all Commercial plans to all Departments.
- Supervises front counter permitting specialists (3) doing performance evaluations and does monthly reports in the absence of the Manager of Permits and Licensing.
- Screens and monitors permits.
- Trains new individuals for front counter and inspections.
- Types accounting and budgetary reports and letters and other material from rough and plain copy.
- Supervises and maintains a complex system of files and records.
- Assembles and gathers data.
- Types special monthly reports, as needed for Manager.
- Schedules appointments for the Department Head of Division Head(s).
- Manages the Department Head's or Division Head's calendar.
- Compiles special reports.
- Edits correspondence for grammatical correctness and punctuation.
- Types letters for Development and Review Committee for Building Official and Chief Plans Examiner for new projects within the City.
- Edits correspondence for grammatical correctness and punctuation.
- Makes final determination and approvals for over the counter permits such as roofing, electrical and mechanical permits.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

JOB BASED COMPETENCIES:

- Knowledge of general office computer skills.
- Processing commercial permit applications in accordance with applicable ordinances and regulations and be able to keep commercial plans organized and routed to the different City departments for their approval then put all the changes approved into large sets of plans for issue.
- Must have knowledge of contractor licensing rules and regulations and be able to determine what type of contractor is allowed to do different jobs performed in the City.
- Ability to read Building Floor Plans.
- Ability to develop final copy for signature by the appropriate and respective supervisory personnel, utilizing either automated office equipment or transcription skills as required by the respective supervisor.
- Knowledge of the operations of City Government including citywide computer programs (i.e. FMS, Word, Excel etc.)

Class Title: **Permitting Coordinator**

Page 2 of 2

- Ability to understand and carry out complex directions, oral and written.
- Ability to establish and maintain co-operative relationships with City Officers and employees and with the general public.
- Knowledge of the organization, procedures and divisions.

PUBLIC CONTACT: Considerable public contact; may act as representative of supervisor or Department Head.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.

SUPERVISION EXERCISED: Usually none. Supervision may be exercised over subordinate clerical personnel or the preparation and completion of various projects as delegated.

PHYSICAL REQUIREMENTS: This is primarily office work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, date entry, and word processing equipment is required.

MINIMUM QUALIFICATIONS:

<p>Permitting Coordinator</p> <p>Job Code:10.09 Salary Grade: 16 FLSA Status: Non-Exempt Union: Represented</p>	<ul style="list-style-type: none">• High school or GED.• Three (3) years office experience in a permit or licensing department with the ability to process commercial plans, one (1) year of which must have been in a supervisory capacity; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.• Ability to type at the rate of 40 words per minute is required.
--	--

TRAINING REQUIREMENTS: ICS 100 and IS 700