

Job Position Available – City of Locust Grove

The City of Locust Grove seeks all qualified individuals for the following position: **Permit Coordinator I**. This full-time position is responsible for assisting in implementing the City business license and building permit processes. Work involves a variety of routine clerical and administrative work to support the day-to-day operations of the Community Development Department. Pay Grade of 53. Applications are available at City Hall, located at 3644 Highway 42, Locust Grove, GA 30248 from 8:30 AM to 4:30 PM Monday – Friday and will be accepted now until the close of business on Tuesday, May 16, 2017, or until the position is filled. A resume may accompany the required job application. Job description with pay scale will be made available at City Hall and online at www.locustgrove-ga.gov. The City of Locust Grove is an equal opportunity employer and a drug-free workplace. All applicants must satisfy all GA Law on Immigration status to be eligible for employment.

Job Title: Permit Coordinator I

Job Summary: This position is responsible for assisting in implementing the City business license and building permit process. Work involves a variety of routine clerical and administrative work to support the day-to-day operations of the Community Development Department.

Major Duties:

- Reviews and processes residential and commercial permit applications; compile and distribute plans; arranges preconstruction meetings with various agencies; issues permits; collects fees; receives inspection requests; issue certificates of occupancy;
- Secures inspection approval and records project completion;
- Reviews plans to ensure applicant has filled out the required forms and that submitted plans are routed to review officials;
- Traces and monitors the review process; calculates permit fees for applicants; ensures proper allocation and collection verification of development impact fees and water and sewer tap fees.
- Receives visitors, schedules appointments, and receives calls for information requests, directing caller or relaying information to the appropriate party; may open, sort and distribute mail;
- Coordinates activities to ensure timely submission of documents or information that may be required of several staff personnel to complete a major project;
- Coordinates with the Occupational Tax/Regulatory Fee licensing process to maintain proper certificates of occupancy are kept on existing business locations when there are changes to ownership or occupancy.
- Types drafts and finished documents of a variety of materials from written or verbal instruction;
- Composes a variety of letters, memoranda, instructions, and other documents on own initiative or from brief notes or verbal instructions;
- Performs other related duties as required.

Job Title: Permit Coordinator I (continued)**Knowledge Required by the Position:**

- Knowledge of basic office skills, practices and procedures, including filing and general clerical functions;
- Knowledge of rules, regulations and ordinances pertaining to business licensing, building review and permitting (commercial and residential), and trade permitting (commercial and residential);
- Knowledge of business and general accounting principles including the ability to prepare purchase orders, deposit slips and invoices;
- Skill in operating modern office equipment;
- Ability to schedule, organize, and execute assigned tasks and understand and follow oral and written instructions;
- Ability to communicate, meet and deal with the public and employees in a pleasant, courteous manner;
- Ability to handle multiple interruptions and adjustments to priorities throughout day;
- Ability to accurately record and transfer data from one source to another, and maintain strict confidentiality.
- Proficiency in Incode Building Project Module, including editing and adjustment to fees and inspections as directed by the Community Development Director and/or the Chief Building Official.

Supervisory Controls: The Director of Community Development assigns work in terms of department goals and objectives.

Guidelines: Guidelines include City and departmental policies and procedures, City zoning ordinances, City building codes as adopted, City development impact fee ordinance as adopted, the State NAIC Code book and Secretary of State policies and regulations. Guidelines require sound judgment and interpretation.

Complexity: The work consists of a variety of technical and administrative duties.

Scope and Effect: The purpose of this position is to coordinate and implement activities related to the issuance of certificates of occupancy of lawful business license holders and construction permits.

Personal Contacts: Contacts are typically with co-workers and the general public, including builders, developers, other government agencies, and business owners.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve problems and provide services.

Physical Demands: The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

Work Environment: The work is typically performed in an office.

Job Title: Permit Coordinator I (continued)

Supervisory and Management Responsibility: None.

Minimum Qualifications:

High School diploma or equivalent; three (3) years of professional experience in permit issuance; equivalent combination of education and experience.

Pay Grade(s):

Permit Coordinator I (Grade 53)