

Bonner County Job Description



Title: PERMIT TECHNICIAN

Department: Planning

Supervisor: Planning Director, Office Manager

Supervision Exercised: None

Job Description Revision: 7-17-2018

BOCC Approval: 7-31-2018

Posting Title	PERMIT TECHNICIAN
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General Summary	<p>Summary: Performs a variety of technical duties related to the Bonner County building location permit program.</p> <p>Other Information: The permit technician works under the general direction of the Planning Director and Office Manager. Work is typically recurring with occasional variances from the norm and involves a moderate level of complexity as incumbent uses independent judgment and decision making within a typically well-defined area. Works relatively independently on a daily basis, but regularly receives input and oversight from planning staff while performing duties. Involves regular communication with associates in the department, other county departments and local, state and federal agencies. Involves regular contact with customers and applicants. Impact of errors is moderate, as incumbent provides floodplain, stormwater, and site construction requirements to the public, who relies upon that information to make decisions about land purchases, architectural design, siting of future buildings and material purchases. Potential for impact to the Department and Organization's reputation is inherent in the contact with the public. Work occurs in a protected indoor environment, with occasional travel to job sites and regional and national travel for training.</p>
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Essential Functions	<p>The essential functions include, but are not limited to, the following duties and responsibilities, which are not listed in any particular order of priority and may be amended or added to by the County at any time:</p> <ol style="list-style-type: none">1. Assists the public in completing the building location permit applications by providing general and technical information regarding site plans, floodplain, wetlands, shoreline development, stormwater plans, application details, manufactured home rehabilitation, and commercial, industrial and public application requirements.2. Responds to email and any other type of public inquiries regarding building location permit applications, permit processing, zoning and floodplain information by providing general and technical information and application requirements.3. Uses county, state and federal GIS maps to review and interpret floodplain map data, zoning districts, wetlands, hydrology, taxing districts, parcel data and various other layers applicable to building location permit requirements. Provides parcel data, parcel and plat maps and other details pertinent to site development to the public and staff.
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	<ol style="list-style-type: none"> 4. Calculates fees, accepts building location permit applications and conducts an initial review of applications for completeness. Assigns permit file numbers, forwards permit to planning staff for permit issuance. Maintains building location permit and floodplain database and file system. 5. Prepares, processes, reviews and approves building location permits as per the approval process. 6. Assists in the processing of building location permits and floodplain development permits as directed. 7. Researches deeds and parcel information for planning and compliance staff using current Assessor's Office, Recorder's Office and Planning Department documents and databases. 8. Refers individuals to proper department or agency for permits or additional information concerning development (e.g., Panhandle Health District, Assessor's Office, Department of Environmental Quality, Department of Lands, Army Corps of Engineers, etc.). 9. Assists in copying, filing, and correspondence as needed and as directed. 10. Performs various office and other duties as assigned, including answering telephones, assisting the public, writing receipts, etc. 11. Assist compliance and planning staff in the tracking and research of building violations. 12. Regularly monitors the department's document scanning and indexing program to ensure files are properly committed and indexed to the system. Troubleshoots indexing errors and communicates with technical staff when problems occur. 13. Maintains the building location permit database, including data input, query reports, and amendments to the database to address changes in the department permit processes. Responsible for ensuring that the 20,000+ record system is accurate and up to date, so that the system is not compromised by errors or omissions. 14. Regular attendance and ability to deal with the public and associated regular interruptions/stresses is an essential function of the position.
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Secondary Functions	<ol style="list-style-type: none"> 1. Under the supervision of the Planning Director and Office Manager, assists in the preparation of handouts, application documents, checklists, and other public and department information necessary or helpful for the operation of the Planning Department. 2. Performs clerical duties as assigned 3. Performs all other duties as assigned.
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Specifications	
	1. High school diploma or GED equivalent. Must possess Stormwater and Erosion Education Program (SEEP) certification or equivalent within six months of hire date. Must pass and be certified for the Federal Emergency Management Agency "Managing Floodplain Development through the National Flood Insurance Program" (Course E273) or equivalent within one year of hire date.
	2. Two years' experience as permit technician preferred or comparable combination of appropriate experience and education in the building or planning industry.
	3. A current driver's license valid in the State of Idaho with history of good driving record.
	4. Ability to use a variety of general office equipment and specific computer programs, including faxes, printers, copiers, scanners, County AS400 database, Microsoft Word and Access. Knowledge of Excel, PowerPoint and web programming desirable. Ability to read and interpret map layers and perform simple mapping tasks using ArcGIS.
	5. Excellent customer and public service skills required.
	6. Ability to read and understand legal descriptions, site plan drawings, architect and engineering scales, blueprints, floodplain maps and plat maps as they relate to construction plans and site development. Basic math skills required.
	7. Ability to communicate effectively orally and in writing.
	8. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
	9. Ability to read and interpret Flood Insurance Rate Maps and flood studies and apply flood hazard reduction standards.

Working Conditions	Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking); frequent fingering, grasping, walking, and repetitive motions. Requires good general vision. Occasional stress related to public demands and deadlines. Occasional travel within local area and infrequent travel regionally or nationally to attend training.
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Disclaimer	This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.
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I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____