



EMPLOYMENT OPPORTUNITY Fircrest Planning & Building

POSITION: Administrative Assistant – Permit Technician (Regular Part-Time/28 hours per week)
DATE OPEN: January 9, 2020
DATE CLOSED: Open until filled. First review: January 24, 2020
SALARY RANGE: \$22.16/hour to \$28.28/hour

THE POSITION: The City of Fircrest is accepting applications for a regular part-time Administrative Assistant – Permit Technician. This position will perform a variety of complex and routine clerical, administrative and technical work in the processing and issuance of permits, plan review and inspection, including answering questions at the counter and on the phone. Performs various clerical duties in addition to other support functions for the Planning and Building Department. This position is the primary passport acceptance agent for the City of Fircrest. The position works under the general supervision of the Planning and Building Administrator. Approximately 40% time spent is on processing passports and 60% supporting the planning and building functions such as permit intakes, business licenses, and code enforcement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives land use and building permits from developers, builders and the general public; inputs into permit system; answers general and routine questions relating to permit applications, hearings, appeals and inspections;
- Perform the duty and tasks of a passport acceptance agent related to the acceptance of the passport application and ensures all materials needed to process the application meet the strict guidelines provided by the U.S. Department of State.
- Attends evening Planning Commission meetings and takes and transcribes minutes;
- Performs various clerical duties in addition to other support functions for the Planning/Building Department. Assists in preparation of agenda packets for the Planning Commission. Maintains current information on the City website and social media;
- Provides general zoning, building and related code information and application forms to permit applicants and the general public, and provides guidance in filling out various applications and forms, making sure applicants understand the permitting process and the necessary information and attachments required to submit an accurate and complete application;
- Checks permit applications for accuracy and completeness, routing to appropriate review staff, and monitoring application progress for status reports;
- Maintains accurate and timely records of all building and planning permits and files, including but not limited to: maps, plans, inspection records, application forms, hearing and appeals records and all departmental records and files;
- Assists in the scheduling of requests for field inspection and maintains an inspection activity log. Assists in coordinating the permitting process. Coordinates and maintains a calendar for hearing dates, deadlines and inspections; and
- Processes and tracks business licenses and home occupation permits.

NONESSENTIAL DUTIES

- Prepares correspondence and maintains records and files.
- Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent is required.
- Two (2) years prior work in the areas of building, construction, planning, or closely related area, with an emphasis on public contact and customer service.
- Computer proficiency and demonstrated knowledge of computer software applications such as Microsoft Outlook, Excel, and Word.
- Any equivalent combination of education and experience that provides the knowledge and abilities required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Ability to perform other duties as assigned, such as working in other areas to equalize peak work or otherwise balance the workload.
- Knowledge of generally accepted office procedures, practices, and mathematics.
- Knowledge of personal computers and ability to learn new software.
- Strong knowledge of business English, composition, spelling and punctuation.
- Knowledge of customer services techniques and maintaining positive, effective working relationships with co-workers, officials, and the public.
- Ability to communicate effectively, orally and in writing, with the public.
- Ability to maintain complex specialized records and statistical reports.
- Ability to read maps, blueprints and site plans.
- Ability to work independently and apply program information in making work decisions or in supplying information to others.
- Ability to interpret and explain detailed regulations or procedures, land-use ordinances, building codes, and/or environmental health related policies and related processes as well as building construction procedures and practices.
- Work under pressure and/or frequent interruptions.
- Maintain confidentiality of records and information.

SPECIAL REQUIREMENTS

- Valid Washington driver's license without record of suspension or revocation in any state, or ability to obtain one by time of hire.
- Attend evening Planning Commission meetings.
- Meet the strict guidelines set by the U.S. Department of State and be approved by the U.S. Department of State as a passport acceptance agent within sixty (60) days of employment.
- Are not on parole or probation related to any federal, state, or local felony or misdemeanor related to breach of trust or moral turpitude (i.e. embezzlement, document fraud, drug offense, or dishonesty carrying out a responsibility involving public trust).
- Are not presently under indictment for any federal, state, or local felony or misdemeanor related to breach of trust or moral turpitude.
- Are free of any federal, state, or local felony convictions or misdemeanor convictions related to breach of trust or moral turpitude.

TOOLS AND EQUIPMENT USED

Personal computer, Microsoft Office, permitting software, audio recording software, calculator, engineer and architect scale, copier, fax machine, and phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

SELECTION GUIDELINES

Formal application, rating of experience, oral interview, reference check, and job related tests might be required.

TO APPLY

- A formal application form must be fully completed and submitted to:

**Personnel Officer
City of Fircrest
115 Ramsdell Street
Fircrest, WA 98466
Telephone: (253) 564-8901, Fax: (253) 566-0762
Email: jnappi@cityoffircrest.net**

- Resumes and cover letters are encouraged and may be attached to the application form.
- Application packages may be filed in person, by FAX or by mail, or by email. All applications must be received by 5:00 p.m. on the closing date.
- It is not the City's policy to FAX or Express Mail application forms.

GENERAL INFORMATION FOR APPLICANTS

SELECTION

- The quality and completeness of the information provided on the application form may determine whether or not you are called for an interview. Incomplete answers or "see resume" may prevent further consideration.
- Testing may be required to measure candidates' abilities to perform essential functions or other performance dimensions.
- If you need special accommodation during the interview phase of the selection process, please provide the City with five business days advance notice. The City endeavors to reasonably accommodate everyone. All applicants interviewed will be sent written notification of the interview result.
- No formal notification will be sent to applicants not selected for an interview. Should the same or another position open for which you wish to apply, you must complete a new application to be considered for the new opening.

EMPLOYMENT

- Applicants who are offered employment will be required to provide proof of identity and authorization to work in the United States. The 1986 Federal Immigration Reform and Control Act prohibits the hiring of unauthorized aliens.
- The City does not discriminate in hiring on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status. In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential elements of a job and to determine reasonable accommodation.
- The City of Fircrest has a policy of limiting smoking in the work place.
- The City of Fircrest is a drug-free workplace.