



Department: Development Services Department
FLSA Status: Exempt
Prepared By: Jessaca Lugo, City Manager
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JOB TITLE: PERMIT CENTER MANAGER AND DEPUTY CITY CLERK

JOB SUMMARY:

Under general direction, manages the Development Services Department Permit Center operations by ensuring appropriate coordination of all applications received, including building, zoning, environmental review, encroachment, grading, floodplain development, etc.; provides timely service to all customers; provides coordination with the building division's plan check staff, public works department, the general public, other City departments and divisions, and outside agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Permit Center Manager:

- Supervise and train Development Services Technician.
- Provide information regarding building, planning, zoning, permit requirements, land use and/or other related processes to the public, builders, engineers, contractors, and architects at a public counter or on the telephone.
- Provides direct oversight for all permit functions including proper coordination of all applications received. Coordinates Planning, Engineering, Fire District and Building Division project and plan review.
- Manages the permit fee collection process including fee and revenue estimates, monitoring fee collections for accuracy, assists with fee audits pertaining to the Permit Center, and submits fee related reports.
- Sets work priorities, coordinates and schedules assignments, monitors developments related to Permit Center operations, evaluates their impact, and recommends improvements.
- Determines building permit requirements and issues building permits including any attachments, agreements or affidavits required by State Building Code.
- Interpret and apply City ordinances, rules and regulations related to the development process.
- Perform review of initial submittals for commercial, industrial, and residential projects for completeness and compliance with City zoning and planning regulations including building and zoning codes, utility codes and regulations, and/or issue permits as appropriate.
- Conduct research on property history and related issues and provides information to the appropriate City staff members.
- Perform initial check of parcel maps, subdivisions, and various other drawings.
- Prepare and verify the accuracy of computations and plot information obtained from plans; check lot dimensions and street widths against recorded map.
- Prepare written reports and correspondence, such as confirmation of zoning letters, and post public notices.
- Calculate plan review, inspection and other required fees and collect, record and balances permit-related monetary transactions.
- Maintain records and publications, including both residential and commercial plan libraries and perform general filing.

- Collects cash and other forms of payment for building and planning permits, licenses and citations; balances cash drawers and prepares daily accounting reports.
- Schedule building inspections, housing code inspections and code compliance inspections. Generate daily inspections report. Pull permits and close database file when inspections have been completed and project has received final approval.
- Manages the City's Business License program; advises business owners of license and home occupation permit requirements; issues licenses; processes annual renewals; and manages the Business License database. Compile and distribute monthly and quarterly reports to County Clerk and Assessor's Office.
- Manages the City's Commercial Cannabis License program; reviews applications for compliance with State and local guidelines; presents complete application to the City's Cannabis Committee; monitors license compliance with Special Business Tax and utilities.
- Serves as Code Enforcement Clerk for the City. Prepares code enforcement files, logs new cases in spreadsheet by address, and prepares Notices of non-compliance, Stop Work Orders and red tags.
- Creates and prepares legal filing forms such as: CEQA and Environmental Review filings, Abatement Liens, Notices of Compliance, Release of Pendency, and Notice of Violation.
- Prepares monthly and/or quarterly reports on all Development Services Department activities; prepares quarterly reports and generates payments to the State for mandated fee programs and to Shasta County for traffic citations.
- Performs related duties, as required.

Deputy City Clerk:

Under the general supervision of the City Manager, Deputy City Clerk will provide administrative supportive services to [City Clerk](#) under the duties assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Associates Degree (AA) or equivalent from a college or technical school or a minimum of two (2) years related experience and/or training.
- Perform advanced secretarial and clerical tasks.
- Deal tactfully with the public.
- Communicate effectively, both orally and in writing.
- Interpret and explain policies and procedures.
- Establish and maintain effective working relationships.
- Prepare financial records and reports.
- Prepare and maintain records, files and reports.
- Operate modern office equipment.
- Meet schedules and timelines.
- Understand and follow oral and written directions.
- Problem solving and conflict resolution practices and techniques.
- Operate personal computer and software programs, particularly Microsoft Outlook, Word and Excel.

- Principles of training and work direction.
- Proficient in oral and written communication.

KNOWLEDGE OF:

- Read, understand, apply and explain building and zoning codes.
- Prepare maps, plans, charts and tables.
- Read, understand, apply and explain applicable environmental laws and regulations.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective relationships.
- Work independently without close supervision.
- Prepare clear, comprehensive reports.
- Prepare and deliver oral presentations.
- Prioritize and schedule work.
- Explain and enforce policies and regulations.
- Meet schedules and timelines.
- Keep up-to-date of knowledge of regulations.
- Operate a computer and related software.
- Plan, coordinate and document projects.
- Advanced secretarial and clerical methods, techniques and procedures.
- Department operations, policies and objectives of assigned programs.
- Knowledge of City departments and operations.
- Basic knowledge of state and local planning and zoning laws and regulations.
- Knowledge of state and local regulations pertaining to building construction.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

Permit Center Manager:

Bachelor’s Degree from a four-year college or university, with course work in urban planning, building construction, civil engineering, public administration, or related fields; two years related experience and/or training; or equivalent combination of education and experience.

Deputy City Clerk:

- Associates Degree (AA) in Public or Business Administration.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Valid California Class C driver’s license.

- Preferred to possess certification through the ICC as a Permit Technician
- Notary Public.
- Certified Municipal Clerk (CMC) required within two years of employment.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

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 regularly required to use hands. The employee is regularly required to talk and hear. The employee is occasionally required to climb, stand, walk, and sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently works in inside environmental conditions. The employee is occasionally exposed to outside weather conditions and may be required to work evenings or weekends. Frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.