



JOB DESCRIPTION

JOB TITLE: Deputy City Clerk - Permit Specialist and Code Compliance Officer
DEPARTMENT: Administration
CLASSIFICATION: Full-Time, non-exempt

GENERAL RESPONSIBILITIES

Provides a variety of routine and complex clerical, administrative and technical work in the processing and issuance of permits. Provides excellent customer service to external and internal customers. Code Compliance Officer and liaison to the City's Planning Commission and Hearing Examiner. Provides back up and support to the Deputy City Clerk and completes other duties as assigned.

STRUCTURE

Administrative staff members work together in a self-directed manner to accomplish the mission and goals set by the Mayor, Council and City Administrator to serve the residents of the City. Works closely with the Building Official and Deputy City Clerk.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

ESSENTIAL FUNCTIONS OF THE POSITION

- Primary City contact for public inquiry. Provides excellent customer service at the front desk and over the phone. Assists in the resolution of complex and sensitive customer service issues. Maintains records and documents of customer service issues and resolutions.
- Provides general zoning, land use, building and related code information and application forms and guidance to permit applicants and the general public. Ensures applicants understand the permitting process and the necessary information and attachments required to submit an accurate and complete application.
- Processes and accepts permit applications and payments, verifying accuracy and completeness, calculating fees, routing applications to appropriate review staff, monitoring application progress for status reports, and preparing plans and permits for issuance.
- Maintains accurate and timely records. Inputs and compiles a variety of data on permitting activity, such as the number of permits by type, valuation, permit fees, review time, problem areas, conditions imposed, actions taken, etc. Compiles a monthly activity report for the City Council.
- Responsible for keeping Building Department and Public Works records current. Prepares, maintains and stores records, files and logs related to permit issuance and inspections.
- Assists and coordinates the permitting process with the Building Official and Public Works Director.
- Staff liaison to the City's Planning Commission and Hearing Examiner. Responsible for the distribution of information to Commission officials prior to meetings. Has intake responsibilities, coordination with Building Official, Commission coordination and follow-up responsibilities.
- City liaison to Department of Revenue (DOR) for management and approval of Home Occupation Business Licenses. Ensures compliance with City home business requirements.

- Helps coordinate City meetings; distributes information to the public as requested.
- Manages customer performance bonds including intake, tracking and initiation of the return process when required.
- Records various cash receipts into the City's accounting system, prepares bank deposits, and balances the deposit slip to the accounting system.
- Processes pet licenses received at the front counter of City Hall.
- Provides support and backup to the Deputy City Clerk and conducts miscellaneous administrative functions such as ordering and receipt of office supplies and materials, mail distribution, etc.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a high school or GED equivalent, and
- Two (2) years of increasingly responsible related experience, or
- Any equivalent combination of education and experience that provides the required knowledge, skills and abilities.
- Notary Public preferred.

Necessary Knowledge, Skills and Abilities:

- Ability to communicate effectively on the phone, in person and in writing.
- Has an exceptionally good rapport with the public.
- Ability to establish and maintain successful working relationships with coworkers and peers.
- Ability to work under pressure with frequent interruptions.
- Working knowledge of modern office practices and procedures. Skill in operating phone, personal computer, calculator, postage machine, copy machine, and standard office equipment.
- Working knowledge of computers and electronic data processing. Experience with Microsoft Word, Excel, Outlook and Publisher.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

SPECIAL REQUIREMENTS

Must be bondable.

WORK ENVIRONMENT

The work environment characteristics listed 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. The noise level in the work environment is usually quiet, however, there may be frequent interruptions with requests for service at the front counter, phone or e-mail.

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, talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, equipment 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 education and experience; job-related testing; oral interview and reference checks may be required.

SALARY & BENEFITS

Monthly salary range: \$5,950 to \$7,438 (DOE) (\$71,402 to \$89,253/annually)

City Paid Benefits Include:

- Employee Health Insurance (90%)
- Non-Spouse Dependent Health Insurance (90%)
- Employee & Dependent Dental Insurance (100%)
- Employee & Dependent Vision Insurance (100%)
- Washington State Public Employees' Retirement System (PERS)
- Long-term Employee Disability Insurance
- Unemployment and Workers Compensation Insurance
- Life Insurance
- Employee Assistance Program (EAP)
- Twelve paid (12) sick leave days per year
- Ten (10) paid vacation days per year (increases with longevity)
- Eleven (11) paid holidays plus one (1) floating holiday per year

An additional \$974.62 per month (\$11,695.44/year for 2024) is provided to all full-time employees for use in the City's Flexible Benefits Plan (Cafeteria Plan). These funds may be used to cover the employee portion of medical premiums, spousal medical coverage and/or dental premiums, as additional retirement savings, for use in an FSA or DCSA account, or taken as cash for use at the employees' discretion as allowed by IRS Section 125.

The above job description and conditions of employment do not constitute an employment agreement between the employer and employee and are subject to change by the employer as the needs of the employer and requirements of the job change. Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documentation verifying identity and authorization to be employed in the U.S.