

Dunes City
Permit Administrator
Position Description – Revised July 20, 2022

Status: Full-time, non-exempt, 24 to 32 hours per week.

Supervised by: City Administrator

Evaluation: Ninety days and annually (from date of hire)

Salary Range: \$16.00 - \$20.00 per hour, d.o.e.

Primary Purpose: To assist the public with Dunes City business, to review and oversee issuance of building permits, to manage and run certain City programs; to serve as the City “Qualified Employee” for Oregon Building Codes Department purposes; to provide administrative support to the City Administrator, City Recorder, City Staff, Mayor, City Council, Commissions and Committees.

ESSENTIAL JOB FUNCTIONS

1. Provide assistance to the City Administrator, City Recorder and City Planner as required.
2. Greet and assist the public, i.e., answer phones, reviewing voicemail, prepare and forward messages, review and respond to email, assist walk-ins at the window, provide applications for committees and commissions, review documents for filing, etc.
3. Retrieve mail from the post office when needed.
4. Attend meetings as directed by the City Administrator, City Recorder and/or the Mayor.
5. Review land use applications for completeness, gather background information and coordinate review of the application with the City Planner and interested parties.
6. Review all building plans for compliance with all zoning setback regulations, wetland/riparian setback regulation, FEMA regulations, septic tank approval and water availability prior to submission to the Building Official. Assign building permit numbers. Work with Building Official if a “Stop Work” order is issued and ensure that necessary criteria are met before resumption of construction. Enter data into Permit Pack.
7. Schedule building inspection requests. Maintain an inspection database as well as one for building permits issued and those pending.
8. Serve as the interface with the public regarding building regulations.
9. File permits in property files when finalized. Prepare Certificates of Occupancy for signature.
10. Prepare monthly reports to Northwest Code Professionals, Lane Council of Governments, Lane County Assessment and Taxation, Department of Land Conversation and Development and Department of Consumer and Business Services.

11. Prepare periodic reports to the School District for calculation and payment of school excise tax with every new home construction. Submit copy to City Administrator for payment immediately.
12. Prepare and mail annual business license renewals. Track all licensed businesses in Dunes City.
13. Handle daily correspondence and telephone calls pertinent to the position. Provide customer assistance at the window. File land use decisions, dock registrations and any other pertinent material in the appropriate property file.
14. Be familiar with office procedures in order to act as backup to the City Administrator, Recorder, and/or the City Administrative Assistant, in cases of vacation, emergency or illness.
15. Work under the direction of the City Administrator, City Recorder and the Mayor performing other such duties that may arise.
18. Assign property addresses.
19. Provide technical assistance to citizens, the Planning Commission and City Council in processing of land use applications.
20. Complete Census Bureau reports as needed; obtain approval by City Administrator prior to submission.
21. Prepare monthly reports to Northwest Code Professionals as needed. After review by City Administrator, submit as needed.
22. Be familiar and comply with Dunes City Codes, rules, regulations and policies.
23. Assist Code Enforcement Officer as needed and requested.
24. Careful attention to detail is required.
25. Successfully complete all Department of Business and Consumer Affairs, Building Codes Division training to serve as "Qualified Employee" as mandated by State law.
26. The current position requires the ability to reach, bend, lift, stoop, crouch and perform similar functions while performing essential and secondary job functions. The position requires some lifting up to 30 pounds unassisted. The position requires the ability to process information using computer methods and technology for more than 80 percent of the work time. All individuals are required to be able to perform these movements without a significant risk of injury, with or without accommodation.

Auxiliary Requirements:

1. Employee will obtain National Incident Management System (NIMS) ICS 100 and ICS 700 certifications. Employee will be granted the opportunity to take the classes to achieve such certification during the work day.

Working Hours and Benefits:

Work hours will be Monday through Thursday, 10:00 a.m. to 4:00 p.m. with a 30 minute unpaid lunch period. One fifteen-minute paid break period will be provided in the middle of the work day, if more than five hours is worked. Additional work hours may be

required at the request of the City Administrator or City Recorder. With permission of the City Administrator or City Recorder, more work hours may be allowed.

On _____, I received a copy of this position description.

Employee Signature

Date

City Administrator Signature

Date