

Job Title: Permit & Compliance Specialist

Job Summary: Serving under the general supervision of the Assistant Town Manager, within the Community Development Department, the Permit & Compliance Specialist will effectively manage the Town's permit submission system and maintain the workflow of all building, zoning, environmental, and land-use permits. This position will also involve a variety of clerical, administrative, and field-related work to support the day-to-day operations of the Town's community development programs at Town Hall, particularly code enforcement.

MAJOR PLANNING & ZONING DUTIES

- Coordinate zoning & land use application intake.
- Coordinate the Town's Technical Review Committee System.
- Transcribe Planning Commission minutes and assist staff with meeting management.
- Submit public hearing advertisements to the Town's legal organ.
- Assist staff in creating and placing public hearing signage on properties.

MAJOR BUILDING DEPARTMENT DUTIES

- Serve as primary permit technician.
- Processes permits checking for accuracy and completeness.
- Fields building department inquiries and permit questions.
- Generates monthly permit reports.
- Informs project applicants of Town requirements, ordinances, processes, and deadlines from time of initial contact to completion of the permitted project.
- Coordinate with the Town's contracted building officials (SAFEbuilt)

MAJOR CODE ENFORCEMENT/ORDINANCES DUTIES

- Perform active ride-outs on a weekly basis to confirm general code enforcement compliance in the community.
- Maintain an official code enforcement log.
- Draft and send code enforcement communication to owners.
- In cases of persistent non-compliance, the Permit & Compliance Specialist will communicate with Fayette County Code Enforcement to issue official citations for cases that may appear in municipal court.
- *** CODE ENFORCEMENT DUTIES NOTE: This position will not perform site visits with owners or directly issue on-site code enforcement citations unless done with the supervisor on such cases deemed appropriate***

GENERAL DUTIES

- Provides back-up support of the Town Hall front desk in absence of Office Manager.
- Assist in fulfilling large open records requests.
- Assist in publishing updates to the Town website regarding building & planning matters.
- Assist in the development of social media content and publishing posts to the Town's social media platforms regarding building & planning matters.
- Coordinate the digitization of historic records.
- Performs other duties as assigned by the supervisor(s).

KNOWLEDGE REQUIREMENTS

- Knowledge of or ability to learn Town and departmental policies and procedures
- Knowledge of or ability to learn Town zoning ordinances, codes and regulations; knowledge of Town development regulations and cursory knowledge of land use and zoning matters.
- Knowledge of or ability to learn permitting, rezoning, and land use processes.
- Skill in communicating with and providing a high customer service experience to the public.
- Effective written and oral communication skills.
- Knowledge of Microsoft Windows and the operation of a PC.
- Ability to utilize Microsoft Word, Outlook, Excel, and Adobe Acrobat.
- Ability to learn project management systems (Town Permitting system)
- Ability to learn Duplo (Town Website)
- Ability to establish and maintain effective working relationships with departmental personnel, other Town personnel, developers, builders, and the general public.

EDUCATIONAL REQUIREMENTS AND PREFERRED SKILLS

- High School Diploma or GED required.
- Valid State of Georgia Driver's license and satisfactory Motor Vehicle Record required.
- 2 or more years of clerical experience involving public contact and customer service preferred.
- Undergraduate Degree in Public Policy, Government Affairs, Business, Communications, Marketing, or other related fields preferred.
- Preferred experience with or ability to learn project management computer systems, website management, Canva, Adobe Illustrator, or Microsoft Publisher.
- Any combination of experience and education.

PHYSICAL DEMANDS & WORK ENVIRONMENT

- *Physical Demands* - this work is typically performed indoors with the employee sitting at a desk, with occasional bending and lifting. Weekly out-of-office ride outs in the community will involve the operation of a town vehicle with semi-frequent stops to log cases using a tablet or laptop.
- *Work Environment* - Work is performed mostly in an indoor office environment with ride-out trips in a Town vehicle.
- *Complexity* - The work consists of a variety of administrative, clerical, and field-related duties.
- *Supervisory Controls* - The work of this position is performed under the general supervision of the Assistant Town Manager within the Community Development Department with additional direction from the Town Manager as seen fit.
- *Supervisory Responsibility* - none

COMPENSATION RANGE & BENEFITS

- *Hourly:* \$18.10 - \$21.51 | *Annual:* \$37,648 - \$44,741 (Excluding Overtime)
- Competitive Benefits including health insurance, dental, vision, life, professional development assistance, PTO, Sick Leave, 457b retirement option, and GMA pension contributions.