

CITY OF MILL CREEK

POSITION DESCRIPTION

POSITION TITLE: Associate Planner/Permit Coordinator **JOB CLASSIFICATION:** Administrative Specialist

DEPARTMENT: Public Works & Development Services **REPORTS TO:** Planning Manager

SALARY GRADE: 14 **FLSA EXEMPT:** No

REPRESENTATION: AFSCME

Approvals: CM:  date: APR 20 2021

Approvals: HR:  date: 4.20.2021

GENERAL DESCRIPTION:

Performs a broad range of technical/administrative work for the department. Primary job duties are processing and issuing building permits and public works right-of-way permits, and generally delivering excellent service to customers of the Public Works and Development Services Department. Duties include recordkeeping, documentation, research, tracking, and analysis requiring accuracy and attention to detail. Job duties often have a strong external focus and require independent judgment and problem solving, collaboration, and excellent communication skills. Assigned responsibilities call for leadership, professional maturity in business situations, and breadth of experience..

ESSENTIAL JOB FUNCTIONS:

1. Manage and coordinate the processes for building and right-of-way-related permit applications by accepting the application, checking for accuracy and completeness, calculating fees, receipting in, routing to appropriate review staff, monitoring application progress for status reports, preparing plans and permits for issuance, and coordinating inspections and project closeouts.
2. Provide information regarding building and right-of-way application processes and permit status orally in person and over the phone, and written in email and letters.
3. Input, maintain and compile a variety of data on permitting activity in the City's permitting/project software, including acting as City's system administrator. Create and distribute reports; analyze for improved customer service and process efficiency improvement.
4. Maintain records for Public Works capital projects, including coordination with Department of Labor and Industries, and WSDOT Diversity Management and Compliance System.
5. Collect and compile information from various sources; research and prepare routine and ad-hoc reports as requested. Responsible for data gathering, recordkeeping, documentation, research, tracking, and analysis duties which require a high level of accuracy and attention to detail.
6. Prepare, assemble and distribute agenda packets for meetings of City boards and commissions; attend and facilitate meetings as needed; take and transcribe meeting minutes.
7. Review business license applications for compliance with zoning regulations.
8. Coordinate the response to Public Records Requests assigned by the Public Records Coordinator related to the Public Works and Development Services Department.
9. Coordinate and participate in special projects as needed.
10. Provide back-up for other administrative and customer service positions as needed.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed. Assigned duties will fall into the general category and level of responsibility described above.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Specific skills or experience may be required depending on the department or work area the employee is assigned to. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills/Knowledge:

- Knowledge of or training in TrakIT and MyBuildingPermit.com or other project/permitting software.
- Knowledge or general understanding of principles and practices of urban planning, including zoning and subdivision code development and administration.
- Knowledge or general understanding of principles and practices of land use, transportation, capital facilities, parks, architectural/landscape/urban design, environmental and neighborhood design planning.
- Knowledge or general understanding of land development and construction processes.
- Knowledge or general understanding of Federal, state, and local laws relating to planning, zoning, subdivision requirements, including the State Environmental Policy Act, Growth Management Act, and the Mill Creek Municipal Code.
- Principles of business English, including composition, spelling, and punctuation.
- Principles and practices of office and work organization in order to meet deadlines.
- Knowledge or general understanding of municipal services, policies, and procedures.

Ability to:

Use independent judgment, problem solve and collaborate in order to accomplish tasks. Make timely and appropriate decisions in the scope of assigned work.

- Perform tasks that require a high level of accuracy and attention to detail.
- Provide a high level of customer service to both internal and external customers.
- Prepare well-written, concise, organized, and well-supported business correspondence, reports, and visual materials.
- Read and interpret land use plans and maps, including landscape plans, site plans, grading plans, topographic maps, building elevations, and zoning maps.
- Comprehend and articulate the code requirements.
- Communicate professionally and effectively, both orally and in writing.
- Work independently, prioritize work, and meet deadlines.
- Operate a variety of computer software applications, including word processing, spreadsheets, and databases.
- Maintain confidentiality and deal with sensitive information.
- Work cooperatively with others to achieve results, valuing other's input and expertise, acknowledging other team members' concerns and contributions and supporting team decisions.
- Maintain regular, predictable, and reliable attendance during scheduled hours.

MINIMUM REQUIREMENTS:**Experience and Education/Training:**

- Bachelor's degree in urban and regional planning or related field and some experience in processing/issuing building permits in a municipal setting; or 4 years technical/administrative experience in a municipal planning, building, or related department; or any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job.

Licenses/Certifications required:

- ICC Permit Technician (within 12 months)

Preferred:

- Four years of experience in municipal building or planning department preferred.
- Knowledge of or training in permitting/project software.
- Experience or aptitude in process documentation and process improvement techniques
- Experience or aptitude in working with Geographic Information Systems

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.