

**Position Summary:**

The Permitting Clerk is responsible for administering and processing vendor and construction permits, facilitating plan review meetings, and ensuring coordination among departments involved in code enforcement and building inspection. This position works closely with Code Enforcement as well as other departments, contracted services, and building contractors/vendors to ensure all permitting activities align with city ordinances, regulations, and development goals. The role operates under the general oversight of the City Administrator.

**Essential Duties and Responsibilities:**

- Receive, review, and process applications for vendor permits, construction permits, and other related municipal permits.
- Maintain accurate records and documentation of all permits issued.
- Coordinate and schedule interdepartmental plan review meetings for construction and development projects.
- Serve as the primary liaison between applicants, city departments, and external agencies regarding permit status and requirements.
- Ensure compliance with all applicable city codes, zoning regulations, and state laws.
- Work collaboratively to identify and resolve permitting and compliance issues.
- Provide excellent customer service by responding to inquiries from the public, contractors, developers, and business owners.
- Prepare reports and updates for the City Administrator and assist with special projects as assigned.
- Assist in the development and improvement of permit-related procedures and workflows.

**Minimum Qualifications:**

- High school diploma or GED required; knowledge of construction management, planning, or related field helpful but not required.
- The ability to read and understand municipal codes, permitting procedures, and plan review processes.
- Strong organizational skills with attention to detail and accuracy.

- Excellent written and verbal communication skills.
- Proficient in Microsoft Office; knowledge of basic permitting software is helpful but not required.
- Bilingual (Spanish) is helpful but not required.
- Experience with Incode is helpful but not required.

**Work Environment:**

- This is a M – F, 8a – 5p required work schedule.
- This is a public facing role with crossover in the Utility department where customer service desk coverage is priority during operating hours.
- This position primarily operates in a professional office environment with occasional site visits.