

# **Permitting Specialist**

Organization: Sumner County Government  
Department: Development Services  
Job Type: Full Time  
Salary and Benefits: \$32,000-\$40,000 Annually, Depending on Qualifications, plus a comprehensive benefits package  
Post Date: 9/11/2020  
Closing Date: Until Filled

**Interested applicants should send their resume and three professional references to Kathy Young, Assistant to the Director of Development Services: [kyoung@sumnercountyttn.gov](mailto:kyoung@sumnercountyttn.gov)**

**Individuals selected for an interview will be required to complete a Sumner County Government Employment Application.**

**In order to be considered for this position, applicants must possess an unrestricted driver's License**

**Sumner County Government is an Equal Opportunity Employer**

## **POSITION DESCRIPTION**

The purpose of this position is to assist the public and provide technical office support duties related to the processing and issuance of Stormwater, Planning and Zoning Permits. The position assists the Department in ensuring that that submitted applications comply with the County Zoning Resolution, Subdivision Regulations, and Stormwater Resolution, as well as any applicable State or Federal Regulations. The position also provides assistance to the County's Development Services staff in the creation and maintenance of various databases and maps, and generally provides quality customer service to the public.

## **GENERAL CHARACTERISTICS OF A SUCCESSFUL CANDIDATE:**

The job requires excellent interpersonal skills, a strong customer service focus, and the ability to be flexible and to adapt within a growing County. The nature of this position requires professionalism, strong critical thinking skills, the ability to apply logic and flexibility while accomplishing tasks and meeting goals. The individual must be able to acquire and process information quickly and accurately, recognize and appropriately handle time sensitive information, manage multiple tasks and projects simultaneously and maintain a pleasant, approachable demeanor with all internal and external contacts.

## **ESSENTIAL DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Processes and issues Land Disturbance, Sign, Zoning Compliance, Home Based Business, and other related permits.
- Processes applications and plans related to items that are to appear before the Sumner County Board of Zoning Appeals and Planning Commission, and assists in the preparation of reports and presentations to same.

- Reviews plot plans, subdivision plats, and permit documents for pertinent information in order to verify accuracy and completeness of information.
- Determines permit, plan, and process requirements for prospective applicants.
- Reviews plans and permit applications for completeness and compliance with established codes, ordinances, policies and procedures.
- Calculates fees based on established fee schedules and monitors approval of plans by other regulatory agencies.
- Determines processing needs for projects.
- Assists inspectors by performing code and records research and compiling data.
- Provides information to members of the public/permit applicants regarding permit requirements, inspection, and general requirements of the permit process.
- Obtains general information from customers regarding permitting needs.
- Assists the public in completing permit applications.
- Responds to telephone inquiries regarding permits, permit processes, regulatory codes, and other related items.
- Maintains computer files and other manual logs on all building permits and related documents.
- Interviews and obtains information from customers in order to determine their needs.
- Obtains technical and code information from customers regarding permitting needs.
- Informs customers of special requirements and special consideration areas such as flood zones and historic districts in order to expedite the permit process.
- Performs records research in order to document project history compliance.
- Coordinates permit processes with outside agencies to ensure that all permit requirements are being met.
- Processes appeals and suspension or revocation of approvals, decisions and/or permits.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Works closely with municipal staff from surrounding jurisdictions in coordinating activities and service provision;
- Performs other duties as assigned.

**THIS POSITION REQUIRES THE FOLLOWING KNOWLEDGE AND ABILITIES:**

- Knowledge of internal and external public agency permitting requirements.
- Knowledge of construction plans, construction terminology, construction practices, and basic math.
- Microsoft Office software suite at the advanced level (experience with Adobe Creative Suites preferred);
- Ability to review, interpret, and explain written policy and regulatory documents
- Ability to use a computer and related software applications.
- Ability to communicate effectively in both written and oral formats.
- Ability to maintain effective working relations with other employees and the public and to deal with public relation problems courteously and tactfully.
- Ability to establish and maintain effective and professional working relationships with vendors, finance staff, other department heads and governmental officials.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.

- Ability to develop, interpret and implement local policies and procedures; written instructions; general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.
- Principles and procedures of record keeping.
- Principles of basic report preparation.
- Office protocols; English usage, spelling and grammar and punctuation.
- General office practices, procedures, office equipment and customer service;

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in business, public administration, or any other related field.
- Two (2) years relevant experience, preferably in an administrative role.
- Any equivalent combination of education, training and experience, which provides the requisite knowledge, skills and abilities for this job.
- Prior experience performing similar functions within in a city or county government and/or relevant experience within the private sector is preferred.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds) and heavy weight (up to 70 pounds with assistance). Tasks require the ability to traverse rough, ungraded terrain across significant distances. Tasks require situational awareness and the ability to perceive and physically avoid heavy construction vehicles and equipment on jobsites.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally. Some tasks require the ability to tolerate strong smells and loud noises.

**Environmental Factors:** Essential functions are generally performed in an office environment.

Sumner County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Signature

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Supervisor's Signature

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Date

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Date