

PERMIT OFFICE SUPERVISOR

DEFINITION OF WORK

Under regular supervision, performs responsible technical work supervising a staff of inspectors and clerks in the enforcement of the Unified Development Ordinance, sign ordinance, and the house numbering ordinance; the issuance of building/zoning permits, erosion control and all trade permits; does related work as required.

EXAMPLES OF WORK

Supervises zoning inspectors and clerks in reviewing site plans, assigning house numbers and issuing building/zoning/erosion control/construction trades permits; review or supervise review of monthly reports of a financial and statistical nature on permit activities; establishes record keeping procedures for zoning documents and records related to zoning enforcement; writes zoning verification letters; serves as department representative on various technology, operational, and planning committees. Supervises Zoning Board of Adjustment process; mediates complaints concerning the permitting process and takes appropriate action.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to an associate degree in arts or sciences and considerable experience in zoning enforcement work.

Knowledge, Skills and Abilities: Thorough knowledge of City and County zoning ordinances, subdivision regulations and sign ordinances; ability to read and interpret site plan construction drawing; ability to supervise others to accomplish stated goals; ability to work effectively with other departments to carry out zoning enforcement; ability to prepare reports and to write letters and other correspondence; ability to keep records; ability to communicate effectively with subordinates and superiors to keep them informed of current zoning enforcement problems.