



**PERMIT ASSISTANT (PART-TIME)
JOB DESCRIPTION**
City of West Lake Hills, Texas

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| Job title | Permit Assistant (Part-Time) | FLSA Classification | Non-exempt, Hourly, Part-time (20 hours/week) |
| Reports to | Director of Building and Development Services | Date Approved | |

GENERAL PURPOSE

Under the supervision of the Director of Building & Development Services, the Permit Assistant reviews building and development applications, manages review process of permit applications and tracks of project status, maintains permitting databases, ensures adherence to application submittal policies, and provides administrative support to the Building & Development Department.

SUPERVISION RECEIVED AND EXERCISED

- Reports to and works under the general supervision of the Director of Building & Development Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review building and development applications submitted to the City to determine administrative completeness by reviewing checklists and assisting with determining correct application fees.
- Within five (5) business days, review building permit applications for administrative completeness. Notify applicants of application deficiencies. Send completeness certificate to applicants when applications are deemed complete.
- Distribute building and development applications to reviewers after completeness certificate issued. Route comments from reviewers back to applicant.
- Assist Director of Planning & Development Services with project tracking and updating project spreadsheet.
- Utilize Microsoft Outlook Calendar to set up reminders for completeness reviews and review comment deadlines.
- Assists with filing project applications in Incode/EnerGov and generating permit numbers.
- Notify Zoning & Planning Secretary and Director of Building & Development Services of complete applications that have been entered into permitting system.
- Assist Zoning and Planning Secretary with keeping track of variance approvals and draft variance approval letters to applicants.
- Assist with permit reviews for compliance with City building codes.
- Assist with answering incoming calls and other clerical/office tasks as needed, including, but not limited to, printing, making photocopies and scanning documents, preparing draft public notices and notification addresses, assistance with BDC/ZAPCO/City Council agenda packet preparation.

- Attend, occasionally, Building Design Committee, Zoning and Planning Commission, or City Council meetings to observe and/or take minutes.
- Participate/assist in all emergency management activities, as assigned.
- Other duties as assigned by the Director of Building & Development Services.

QUALIFICATIONS

EDUCATION & EXPERIENCE

- High school diploma or equivalent experience; Bachelor's degree in related field is highly desirable or working towards a degree in related field.
- 2 years clerical experience, preferably in a municipal setting.
- Valid Texas Driver's License.

KNOWLEDGE AND UNDERSTANDING

- Principles and practices of office administration, office tasks including writing professional correspondence and reports.
- General office equipment operations, such as computer, copier, scanner, phone, and fax machine
- Proper cash handling procedures and basic mathematical calculations.
- Municipal Government
- City planning and development review processes, reviewing/interpreting City codes.

DEMONSTRATED SKILLS

- Clear and concise communication, orally and in writing, with the public, City Staff, Boards, and Commissions.
- Excellent customer service, both internally and externally
- Strategic and critical thinking
- Technological and computer proficiency in the Microsoft Office applications, Incode software, and ability to learn new software as needed.

ABILITIES

- Understand and follow complex instructions.
- Work independently with minimal supervision.
- Establish and maintain effective working relationships
- Interact with the public, city employees, and other city officials in a positive, professional, and productive manner.
- Work independently and manage multiple projects simultaneously with competing deadlines.
- Resolve conflicts between various parties in a professional and respectful manner.
- Analyze situations accurately including systematically reviewing existing information, codes, and policies, and seeking additional information by coordinating with other key parties.

PHYSICAL DEMANDS

- Sit at desk for prolonged periods answering phones, performing keyboarding, operating a computer, filing, copying, and doing other administrative work.
- Possess general manual dexterity using hands and fingers to operate computer, office machines, perform office functions, and reach items with hands and arms.
- Carry, hold, lift, push, pull, bend, or stoop to retrieve files, lift books, or other materials weighing up to 25 pounds.
- Possess mental acuity for attention to accuracy and detail.

WORK ENVIRONMENT

- This job is performed primarily in an office environment Monday through Friday however, support of events may require regular evening and weekend work.
- Attendance required for Building Design Committee, Zoning and Planning Commission, City Council or other meetings which occur after hours.
- Normally works a twenty-hour week, however, sometimes may be flexed for attendance at Building Design Committee, Zoning & Planning Commission, or City Council meetings as required.
- May encounter occasional stressful situations.

OTHER

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.
- This job description is subject to change at any time.
- This is an at-will position without a definite duration or term of office.
- The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the City Secretary at (512) 327-3628.
- The City of West Lake Hills is an Equal Opportunity Employer.