



## **Job Description Administrative Assistant and Permit Technician**

### **General Description**

The Administrative Assistant and Permit Technician position reports to the City's Building Official and Zoning Administrator in Development Services. This position performs both Code Enforcement and Zoning administrative duties and field duties related to permitting processes. Applicants must possess or can obtain the standing of Certified Permit Technician, Erosion and Sediment Control Administrator, and Stormwater Management Administrator as well within required time constraints.

### **Essential Job Functions**

- Permit application processing
- Records retention for local Building Inspections Department
- Customer service skills to serve citizens and contractor in a prompt professional manner
- Generation of customer and internal correspondence
- Acts as Secretary for Planning Commission, and the Board of Zoning Appeals
- Achieve and maintain certification as a Certified Permit Technician within 18 months of hire
- Achieve and/or maintain certification as an DEQ ESC Administrator within one year of attending training
- Achieve and/or maintain certification as an DEQ SWM Administrator within one year of attending training
- Maintains records for the local VESMP Authority
- Provides excellent customer service through all forms of communication and be highly skilled in the use of common computer programs.
- Maintains Zoning Records

### **Requirements and Preferences**

The preferred candidate would have Virginia State Certifications in Permitting, Stormwater, and Erosion & Sediment Control and experience in Building or Zoning is ideal but not required. A minimum high school diploma is required in addition to a valid operators license with a safe driving record. Once selected, the candidate must pass both a physical and drug screening as part of the preliminary employment offer.

## **Knowledge Skills and Abilities**

- Follow chain of command by reporting and inquiring with immediate supervisor first as it relates to permits and code at the local, state, and federal level.
- Researches and maintains currency in all applicable permit requirements and regulations, building codes; advises citizens and building professionals on construction requirements.
- Answers general questions regarding legal descriptions, floodplain information, zoning, census, and general community information
- Assists with building permit processes; calculates fee and issues permits and other relevant documents.
- Prepares logs, forms, and reports documenting results of inspections and other events or activities; enters and maintains building permit and plans records; testifies in court as required.
- Serves as a resource to City officials related to permitting requirements.
- Ability to complete erosion and sediment control documents.
- Prepares public hearing notices for media as necessary.
- Receive applications and assist with agendas, and presentations related to Permitting, Zoning, appeal requests and variance requests.
- Serve as staff support to the Planning Commission and Board of Zoning Appeals.
- Acts as front desk and phone coverage and assists other departmental staff as needed.
- Collects, classifies, and formats data or information.
- Communication skills to include oral and written communications in a professional manner
- Mathematical skills including rates, ratios, percentages, and areas.
- Proficiency with the current Microsoft Office Suite applications, especially Excel, PowerPoint, Publisher, Word, and Outlook.
- Must be able to multi-task while providing excellent customer service to internal and external customers.
- Performs other duties as apparent or delegated

The City of Covington offers equal employment opportunities to all job applicants and employees. All employment policies and practices shall be free from discrimination based

on race, color, religion, gender, age, national origin, political affiliation, disability, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions.