



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Department Secretary & Permit Technician	DEPARTMENT: Community Development Department-Planning & Zoning Division
IMMEDIATE SUPERVISOR: Senior Planner	GRADE/RANK: Grade 9 FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs all support functions for the Planning and Inspections Department including but not limited to the following: the intake of applications, scheduling of inspections, issuing of permits, preparation of meeting agendas, and the preparation and distribution of agenda packets for: Planning Commission, Historic Commission, Board of Zoning Code Appeals and Board of Building Code Appeals. The position is responsible for typing correspondence and reports, entering data into database, scheduling meetings and receiving complaints, providing customer information and problem resolution, and receiving payment for utilities, permit fees, application fees, bond and letters of credit. Provides administrative assistance to the department head and other department personnel and general clerical support to other department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Reviews building permit applications for completeness; organizes and distributes to proper persons for review; creates and forwards approval/denial letters to applicants on behalf of the Building Official;
- Reviews planning applications, to include minor subdivisions, subdivisions, site plans, Certificates of Appropriateness, street and alley vacations, re-zonings, Home Occupations, Special Use Permits, etc., for completeness; organizes and distributes to all

involved departments for review; tracks progress; and creates and forwards approval/denial letters to applicants on behalf of the Senior Planner;

- Accepts/reviews applications for completeness, creates agendas for meetings, organizes materials and distributes agenda packets; and tracks Accounts Receivable for charges due from applicants (i.e.: postage charges) for the following boards: Planning and Inspection Boards; Historic Preservation Commission; Planning Commission; Board of Zoning Appeals and; and Board of Building Code Appeals;
- Attends preconstruction meetings for new commercial projects, organizes materials needed for meetings to include recording of minutes, and record keeping;
- Coordinates administrative processes of Elevator Inspection and Backflow Testing programs to include entry into Munis, tracking of inspections and due dates, and issuance of letters to property owners on behalf of the Property Maintenance Inspector;
- Coordinates administrative processes of Erosion & Sediment processes for commercial projects to include acceptance of Land Disturbance applications and review for completeness;
- Coordinates financial transactions to include receipt of cash/check payments, daily deposits, check requests, maintain accounting/bookkeeping records, and budget tracking;
- Is the point of Contact for Freedom of Information Act information requests to include: receipt of requests, review for completeness, distribution to appropriate people for responses. Responsible for meeting deadlines as required by the Freedom of Information Act, creating correspondence to applicants on behalf of staff members, and calculating and collecting fees associated with such requests;
- Provides administrative assistance to Senior Planner to include: VDOT Enhancement Projects, Census, etc.;
- Provides administrative assistance for plan review to include: administrative processes associated with Building Code Modifications, addressing of parcels, and temporary parcel identification;
- Provides general clerical duties to include: typing; creating technical and statistical reports; collecting data from a variety of sources for reports and publications; creating and duplicate brochures; ordering printed materials (business cards, brochures) as needed; maintaining files of office records and materials; making appointments and arranging committee meetings; maintaining calendar of appointments and events for department and staff; purchasing materials, supplies and equipment according to policies and procedures; entering data and maintain data bases; receiving applications for service and issue various permits; opening and distributing mail and; operating a variety of office machines and computer equipment;
- Provides customer service by: greeting visitors and providing information, assisting with requests, and interpreting departmental and City policies and procedures for employees and the public;
- Performs all scheduling of inspections, including Building, Electrical, Mechanical, & Plumbing trades;
- Coordinates financial transactions to include: receipt of cash/check payments, and daily deposits;
- Receives complaints; enters information into system; and forwards information to the correct staff member for action;
- Types a variety of documents, technical and statistical reports, data for reports and

publications, and other material where a knowledge of formatting and presentation is necessary;

- Answers routine correspondence for supervisors independently;
- Completes, reviews and checks records, forms and other documents for accuracy, completeness and conformance to rules and regulations;
- Interprets complex State, Local and Federal regulations for other employees and the public;
- Determines location and ownership of City properties for utilization in office procedures and for assisting the public;
- Processes purchase orders for materials, supplies and equipment according to policies and procedures and;
- Performs other duties as assigned by supervisor.

DISTINGUISHING FEATURES OF THE POSITION:

None.

KNOWLEDGE, SKILLS AND ABILITIES:

Has knowledge of office practices, procedures and equipment, and bookkeeping practices and principles. Has the demonstrated ability to: interpret policies and procedures; read maps and determine property ownership; follow oral and written instructions; interact with a variety of people; work multiple tasks simultaneously; work with detail in an accurate manner and; deal with information in a confidential manner. Has the skills in word processing and data base management, and use of standard office equipment.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Associate Degree, or Degree in Secretarial Science or equivalent amount of training and experience.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is sedentary work requiring the exertion of negligible amount of force constantly to move objects, up to 10 pounds of force frequently and some light work requiring the exertion of up to 20 pounds of force occasionally. Work requires stooping, reaching, fingering, grasping and repetitive motions; typing/word processing requires the ability to perform repetitive tasks involving fine motor skills. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work is not subject to adverse environmental conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position does not have supervisory responsibilities.

EXAMPLES OF EXPECTED DECISION MAKING:

Position is responsible for decisions such as how to allocate personnel time for inspections; how to address a variety of citizen and employee requests as they relate to State, Local and Federal Code requirements; determining if the budget allows for purchases, and interpreting routine policies and procedures.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Department Secretary and Permit Technician will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Community & Economic Development and Chief Human Resources Officer

Revised Date: 2019