

City of Fenton  
Job Description

**Job Title**                    **Permit Coordinator**  
**Department:**            **Community Development**  
**Reports to:**              **Community Development Director**  
**Description Date:**      **July 2015**  
**Revision Date:**         **January 2018, May 2021, September 2022**  
**Pay Grade:**              **8 (\$34,824 - \$42,915 - \$51,007)**  
**Status:**                  **Full-Time/Non-Exempt**

### Summary

Performs administrative and clerical functions for the Community Development Department. Performs the permit application process.

**Essential Duties and Responsibilities include the following; however, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Answer incoming calls and accommodate customers at the front counter or forward customers to the appropriate staff person and/or department.
- Answer general inquiries regarding permit applications and Zoning regulations.
- Receive and log citizen complaints.
- Compose and type departmental correspondence.
- Order and maintain office supplies and equipment for the department.
- Maintain department databases and files. Tasks including updating and preparing weekly/monthly reports for distribution to other City departments, City Officials, and other entities; maintaining up-to-date permit databases, applications, and procedures to ensure efficiency and accuracy of the overall permitting process; and maintaining the department's address files for record retention.
- Maintain cash receipts drawer and process invoices, payments, and refunds.
- Process permit applications. Tasks include assisting the public with inquiries regarding needed documentation, permit costs, submittal to other reviewing entities and required inspections; reviewing applications to ensure all necessary items are provided for acceptance and review; entering permits into the permit database; recording payments; compiling necessary documents for the file; and maintaining a log for permit statuses.
- Assist with the preparation of staff reports for Board of Aldermen, Planning and Zoning Commission, and Board of Adjustment meetings. Tasks include proofreading of final documents and assisting with preparation of mass mailings and public notices for hearings and packet preparation. As needed, attend Planning and Zoning and/or Board of Adjustment meetings to record notes and draft minutes of the meeting.
- Assist with research and correspondence for general zoning compliance requests, Zoning Code questions, and record requests.
- Other duties as assigned.

### Supervisory Duties

No supervisory responsibilities.

### Education and Experience Required

High School Diploma or equivalent. Three (3) years of general office training or experience. Must maintain a valid, current driver's license.

### Knowledge and Abilities

Knowledge of:

- Accepted secretarial principles and practices;
- Business and government correspondence formats;
- Departmental procedures;
- Filing and record systems; and
- Microsoft products, including Word, Excel, Access, and PowerPoint.

Ability to:

- Initiate and complete work independently with little supervision;
- Operate office equipment such as computers, fax machines, copiers, telephones, and large format plotters and scanners;
- Handle multiple tasks simultaneously and meet deadlines;
- Effectively communicate both verbal and written information;
- Demonstrate professional and effective interpersonal skills; and
- Promote a positive representation of the City of Fenton.

### Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. The outdoor environment may result in exposure to extreme weather conditions such as heat, cold, and humidity.

### Physical Requirements

Regularly required to sit for extended periods of time, communicate and exchange accurate information and use repetitive wrist/hand/finger movement; frequently required to stand, stoop, kneel and crouch. Requires clarity of vision, three-dimensional vision and the ability to identify and distinguish colors. Occasionally required to lift and carry up to forty (40) pounds.

***This job description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this description that are of similar kind or level.***

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

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Employee Signature

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Date