CLASS SPECIFICATION

Class Code:	60002116
Date Established:	03/2001
Last Reviewed:	08/2025
Last Revised:	08/2025
Last Title Change:	
FLSA:	non-exempt
Probation:	12 months

PERMIT SERVICES COORDINATOR

DEFINITION

Under general direction, coordinates projects, assesses section operations, and supervises staff in the building permit services section of the Planning and Building Division; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of technical experience in building permit issuance and review, building inspection, building plan checking, or paraprofessional engineering technical support work; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid Nevada Class C driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

Must obtain ICC Permit Technician certification within three months of appointment and must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise assigned staff including staff selection, assigning, scheduling, and reviewing work, providing training in proper work methods and procedures, performance evaluation, coaching and mentoring, providing professional development, and implementing discipline and conflict resolution procedures when necessary.

Review plans for completeness, technical data, required forms and compliance with applicable codes; assist customers in correcting plans to meet requirements.

Explain permit and application procedures and processes; calculate and collect fees for applications and permits; verify that requisite information has been obtained; and issue permits.

Coordinate projects that interface with other departments.

Participate in the design, evaluation and development of new software or new software features for the permitting process.

Evaluate, revise, and implement procedures to improve customer service and efficiency.

Interpret, apply, and explain Division policies and applicable ordinances, regulations and building codes to staff and the public.

Generate reports and statistical data.

Research, balance, and reconcile daily receipts.

Maintain manual and automated filing systems and access microfilm records as needed.

Participate in budget preparation and selection and purchase of department equipment and supplies.

Develop and implement goals, objectives, and policies for the permitting services area.

Manage, assess needs for, and update Building Program website.

Update and create informational handouts.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:
Department/division policies and procedures.

Department/division operations, services, and processes.

Computer software specific to the department/division.

Countywide personnel policies such as sexual harassment, discrimination, ADA, and EEO.

Laws, statutes, codes, regulations, and standards pertaining to the area of assignment.

Plans, specifications, legal descriptions, and drawings as related to the permit process.

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Ability to:
Assess plans and calculate permit fees.

Effectively select, supervise, and evaluate the performance of assigned staff.

Evaluate operations, including work processes and procedures, to determine effectiveness and efficiency.

Promote safe work methods and procedures for employees.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:
Basic building and construction methods and materials.

Knowledge of federal, state, and local building, safety, zoning, and licensing rules and regulations.

Principles and practices of effective customer service and proper telephone, email, and in person etiquette.

Standard office procedures, practices, and methods.

Basic mathematics.

Occupational hazards and standard safety practices in area of responsibility.

Microsoft Office and a variety of computer software.

Ability to:
Review building and construction applications, plans, and permit requests for compliance with codes and ordinances.

Read and interpret plans, specifications, legal descriptions, and drawings.

Read, interpret, apply, and explain pertinent laws, statutes, codes, regulations, and standards.

Analyze information, project consequences of proposed actions, formulate alternative solutions, and make appropriate responses or recommendations.

Maintain accurate records.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use standard office equipment including computers, copiers, telephones, and credit card machines.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.