

CITY OF DALY CITY  
JOB SPECIFICATION

APPROVED BY  
PERSONNEL BOARD: 07/16/2015  
CITY COUNCIL: 08/10/2015  
RES. NO.: 15-130

## **PERMIT ASSISTANT**

### **DEFINITION**

Under general supervision, the Permit Assistant performs a variety of responsible clerical, administrative and technical office work exercising independent judgment and other related duties as required.

### **CLASSIFICATION CHARACTERISTICS**

The Permit Assistant position may be assigned to either the Economic and Community Development Department or Public Works Department.

### **EXAMPLES OF DUTIES**

Provides essential support activities to management staff, including the Department Head. Assembles, prepares, proofs and processes final copies of reports, letters, case records, lists, receipts, legal documents, agendas, requisitions, permits, licenses, charts, and estimates. Prepare forms, report templates and similar documents, as well as other clerical and administrative functions related to Department operations. Makes and checks simple arithmetical computations; checks and tabulates statistical data. Sets up and maintains indexes and files. Monitor and assist in the operation of online permit issuance, plan check, inspection requests, and records requests using an automated land use data bases system. Operates a variety of current office machines, including but not limited to computers, printers, typewriters, copiers, adding and facsimile machines. Answers and routes telephone calls for one or more divisions, effectively and efficiently responding to public and intra-office inquiries. Greets and assists members of the public and business visitors regarding a variety of permit process requirements and completing applications for permits. Receives, distributes, and dispatches intra-office and US mail. Attend meetings. Performs related duties as assigned.

In addition to the issuance of permits and distribution of plan checks for intradepartmental review, this position will also distribute and track the plan case application process. The position will be versed in all permit types and provide continuity and connectivity between all the permit activity throughout the Department. The position will be required to cover the permit counter when necessary which includes the review and issuance of a variety

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of permit applications, receipt and distribution of plans, and process related inquiries, as needed.

**Assignment to Economic and Community Development Department:**

Conducts research on a variety of community development and permitting issues. Route, track, assemble, and facilitate the distribution of plans and related correspondences in the review of a variety of plans not specific to just the building division. Works extensively in Energov and MuniBase programs and cross-training of back-up staff in Economic and Community Development Department for critical functions of the Permit Assistant position. In the event that Public Works plans are received as part of a full development submittal at the ECD counter, this position will review and distribute, those plans as required.

**Assignment to Public Works Department:**

Conducts research on a variety of public works and permitting issues. Route, track, assemble, and facilitate the distribution of plans and related correspondences in the review of a variety of plans. Works extensively in Energov and MuniBase programs and cross-training of back-up staff in Public Works Department for critical functions of the Permit Assistant position.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Appropriate business English including correct spelling, accepted grammar and punctuation and basic arithmetic. Effective verbal and quantitative skills as well as competent and effective use of personal computer applications. Modern office procedures and methods including scanning, filing and record keeping practices. Construction drawings and blueprint reading; development construction types; inspection methods and procedures; office practices and thorough knowledge of City/departmental policies and procedures. Familiarity with Federal, state and municipal codes, ordinances, and regulations related to building construction, as well as improvements and encroachment within the City's right-of-way.

**Ability to:** Establish and maintain effective, tactful, positive and fair working relationships with property owners, developers, building contractors and the general public even in occasionally hostile situations; review development permit applications for completeness and correctness; use assessor's parcel map to locate property; calculate square footage; input and access data using a computer; accurately perform basic clerical work; follow oral and written instructions; work accurately without direct supervision; independently maintain routine records and complex files, prepare statistical, financial and

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technical operational reports, and learn and apply laws and regulations; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** Three (3) years, full-time, paid, increasingly responsible clerical and public contact experience which includes at least one year of demonstrated current computer application competency and one year of public contact work in a similar enforcement or permitting department or agency or experience with land use regulations, the building process, or construction. Additional education beyond high school may be substituted for the required experience on the basis that one year of education equals six months of experience to utilize a maximum of two years of additional education. The substitution of two years of education for one year of experience does not eliminate the requirement of a full year of demonstrated current computer application competency.

**Education:** Graduation from high school or equivalent.

**License:** Possession of a valid Class C California Driver's License and an acceptable driving record.

R: 7/9/2015