

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of
employment.*

Date:	3/23/2018	Department:	Development Services (3440A)
Title/(Status)/Job	Development Specialist (0756)	Reports To:	Building Department Administrator
Pay Grade/Salary Range:	PG – 105 \$25,747.62 - \$39,908.81	Closing Date:	Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A skilled clerical position responsible for assisting contractors, homeowners and others by providing routine technical information related to the issuance of building permits; to provide technical information regarding routine building code requirements and ordinances; to assist the public in completing applications and other required forms. To track permit applications received as they proceed through departmental processes and to issue building permits, process and validate contractor licenses, calculate and process payments for services.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Answer telephones, routes calls, assist callers.
- Provides information at the counter, by telephone and through correspondence in response to routine questions regarding building ordinances and codes, building permit application process and procedures.
- Assist public in completing building permit applications and other necessary forms.
- Reviews building permit applications for completeness.
- Accepts constructions documents and reviews for completeness and assigns a tracking number for appropriate departmental personnel to review.
- Issues permits after they have been reviewed for compliance and issues permits for minor activities where professional evaluation is not required.
- Determines and collects fees for permits and other review and regulatory services.
- Provides applicants with information on contractor licensing requirements.
- Accepts applications for contractor registration, verifies insurance requirements, contractor scope and enters information into system.
- Schedules inspections, enters inspection results and notifies appropriate power company when required.
- Issues certificates of completion or occupancy.

- Scan and index documents into document imaging system for record retention.
- Follows consistently the Boards policies and procedures.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desire for the organization.
- Responds productively to change and performs all other tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the ordinances, rules and regulations which pertain to building permits and contractor licensing.
- Knowledge of the role and development of codes and standards in the building construction industry.
- Knowledge of basic applied mathematics and the ability to perform computations quickly and accurately.
- Ability to exercise good judgment and tact when dealing with the public.
- Ability to learn Permitting & Inspection software.
- Thorough knowledge of standard office methods and procedures.
- Ability to communicate effectively both verbally and in written form.
- Ability to ascertain the types of permits, costs and fees applicable.
- Ability to type accurately with moderate speed and operate a computer and other office equipment.
- Ability to make arithmetical computations with speed and accuracy.
- Ability to establish and maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors and the general public.

PHYSICAL SKILLS:

The person in this position: Must be able to remain in a stationary position for 50% of the time. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. Must be able to inspect and assess daily email and postal mail correspondence. Frequently communicates with the public, vendors, and co-workers. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to four (4) hours continuously or intermittently.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

High School diploma or acceptable equivalent diploma and two (2) years full-time clerical or administrative support in a related environment such as civil engineering, construction, or public works providing technical information to the public and assistance to professional staff.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida Driver License.
 Preferable possession of Permit Technician certification (ICC).

OTHER JOB RELATED REQUIREMENTS:

Disaster Essential