



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
Phone (360)466-7347 | Fax (360)466-1348

JOB TITLE: PERMIT TECHNICIAN
DEPARTMENT: PLANNING & COMMUNITY DEVELOPMENT
SALARY: \$22.92 - \$28.18 DOE
CLOSES: Open until filled

POSITION SUMMARY

Under the general direction of the Planning Director and the day-to-day supervision of the Planning Manager, the Permit Technician performs essential duties associated with the administration of permitting processes in the Swinomish Planning and Community Development Department. This position performs a wide variety of customer service, operational, review, processing, inputting and tracking functions. Carries out activities necessary to support the permit process, its customers and the Department. The Permit Technician is responsible for providing comprehensive, accurate, and professional assistance to the public and the tribal staff on a wide range of issues and applications relating to building and land use regulations, plans, policies, and permit processes both at the front counter and answering the permit main line. This position provides customer service, technical information, review and guides potential applicants to and through the appropriate applications and processes for building and land development permits. A main function of this position is to provide back up support to the Planning and Community Development receptionist.

SUPERVISION

The Permit Technician is supervised by the Planning Manager. The Permit Technician does not supervise any employees.

JOB DUTIES

- Performs daily operations of permit processing and ensures application of policies and procedures to these operations.
- Perform primary intake of permit applications, including reviewing applications for completeness and accuracy, collecting and processing fees, and routing applications for staff review.
- Ensure all conditions of approvals are met prior to permit issuance.
- Maintains permit records in the permit management system, including written correspondence to files, letters to and from applicants about the permit application, fee statements and refunds, fee adjustments, interpretations requests, permit suspensions, and expirations and all other pertinent permit information.
- Completes preliminary zoning review to verifying compliance before Zoning Administrator final approval.
- Prepare permit related correspondence and serve as main point of contact.
- Provide assistance to permit applicants regarding application procedures. Advise permit applicants of requirements to complete applications and obtain approvals.
- Inform applicants and technical review staff of permit status and route permit applications to the appropriate technical review staff for further processing.
- Calculate fees based on fee schedules.
- Coordinate permit review with respective outside governmental agencies where required.

- Attend professional seminars and training as required to maintain required certification.
- Verify that projects have obtained all necessary approvals prior to permit issuance.
- Calculate fees based on fee schedules.
- Provides administrative support and receptionist duties as needed.
- Other duties as assigned related to the Department.

MINIMUM REQUIREMENTS AND QUALIFICATIONS

- High school diploma or equivalent.
- Certified Permit Technician or ability to obtain certification within one year of hiring and maintain credential throughout employment.
- Basic knowledge of building and site plans,
- Strong organizational skills and attention to detail.
- Strong communication skills, both written and oral, and the ability to work positively with the public and staff.
- Ability to read and interpret maps, codes, regulations, plans, standards, specs, and legal descriptions.

WORK ENVIRONMENT AND TIME COMMITMENT

- Work schedule is 20 hours per week. Typically, 4-day work week, depending on construction and meeting locations. This is a part-time position.
- Must be able to pass a drug screening.
- Work will require bending, lifting and carrying up to 25 pounds, walking over rough, overgrown and uneven terrain.
- Work is equally in the field and indoors
- Travel is required as related to job functions and/or training opportunities.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

INDIAN PREFERENCE APPLIES TO THIS RECRUITMENT

APPLICATION INSTRUCTIONS

- Download an Application at <http://www.swinomish-nsn.gov/resources/human-resources.aspx> or request an **Application Packet** by calling (360) 466-7347 or e-mail to airedwards@swinomish.nsn.us or grendon@swinomish.nsn.us.
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Complete the Swinomish Tribal Community application form; **do not write, "see resume on the application"**.
- **Return the application, along with the cover letter and resume to Gissela Rendon, Human Resources.**
 - Email to grendon@swinomish.nsn.us or mail to:

**Swinomish Tribal Community
Human Resource Office
11404 Moorage Way
La Conner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.