



Salt Lake County Job Description

Permitting & Licensing Supervisor

DEPARTMENT: Public Works

DIVISION: Planning & Development Services/405000000

JOB CODE: 235 **GRADE:** 027

FLSA STATUS: Non-Exempt

SAFETY SENSITIVE: No

EFFECTIVE DATE: 04/01/2011

JOB SUMMARY

Directs and oversees building permitting and business licensing operations. Resolves questions, provides technical guidance to staff participates in more difficult or complex functions.

MINIMUM QUALIFICATIONS

Six (6) years of closely related experience, of which one (1) year must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory or administrative experience.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Supervises and coordinates the review of building permits and business licenses.
- Assists in developing and ensuring the uniform implementation of permitting and licensing policies and procedures. Initiates efforts to streamline and improve policies and procedures.
- Supervises staff which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.
- Approves or denies license/permit requests in accordance with Salt Lake County Ordinance. Provides and explains decisions and appeal process to customers.
- Identifies discrepancies, potential conflicts and recommended changes or new provisions to applicable laws, codes, ordinances and technical standards for review.
- Advises inspection and code enforcement staff of any approvals or needed actions to ensure compliance with all permitting and licensing regulations.
- Ensures that all requirements have been completed and approved prior to issuance of Certificate of Occupancy.
- Assists in the determination and collection of appropriate fees.
- Ensures that received complaints from customers are addressed and resolved in a timely manner.
- Maintains filing systems and performs accurate records maintenance.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Applicable ordinances and laws
- Basic procedures pertaining to land use application and review processes
- Principles and techniques of management and supervision
- Modern office software and equipment
- Fee collection procedures

Skills and Abilities to:

- Interpret relevant ordinances and laws
- Accurately examine building permit and license applications
- Communicate laws, ordinances and policies both orally and in writing in a clear, concise, and tactful manner
- Supervise, train, evaluate, and direct the work of assigned staff
- Establish and maintain effective work relationships
- Manage a record retention and archiving system
- Work independently with minimal supervision

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: