

## **PERMIT PROCESS MANAGER**

### CODES/PAY RANGE

Class Code: 3816      EEO Code: B      FLSA: E      Pay Range: F

### MAJOR FUNCTION

Performs highly responsible administrative and supervisory work directing the County's Comprehensive Impact Fee Program.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Directs research projects and independent studies related to the County's Impact Fee Program.

Directs the preparation of extensive impact fee programs and provides support to Code Administration and Planning activities.

Directs updates of all County impact fees.

Makes presentations as to the content and status of all County impact fees and related programs.

Establishes and maintains multi-jurisdictional coordination of the County's Impact Fee Program.

Directs the compilation of social/economic data for distribution and use by County agencies and/or other public private organizations.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of comprehensive impact fee programs. Strong computer knowledge. Knowledge of planning and research techniques related to impact fee programs.

Ability to plan, direct, organize, and coordinate the work of a professional staff. Ability to prepare a five (5) year capital improvement program. Ability to define and evaluate existing assets. Ability to make presentations. Ability to establish effective working relationships.

## MINIMUM QUALIFICATIONS

Bachelor's Degree in Public Administration, Public Policy, Business Administration, Planning, Accounting, Mathematics, Statistics, or a related field; and five (5) years of progressively responsible experience in planning and/or economic development environment.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

## ADA REQUIREMENTS

Environmental Demands: Inside work.

Physical Demands: Sedentary work. Finger and manual dexterity.

Mental Demands: Ability to read and comprehend technical and professional journals, manuals, data; financial reports, maps. Ability to write complex reports, memos, etc. relating information and data to layman. Ability to speak publicly and extemporaneously relaying information and details. Ability to perform advanced mathematical functions.

Revised 2/99