

City of Venice, Florida Classification Description

Classification Title: Impact Fee and Building Permit Administrator

Department: Development Services

Pay Grade: (Non-Bargaining) Grade 505

FLSA Status: Exempt

General Statement of Job

Administers and coordinates the impact fee and building permit fee programs and the fees assessed.

Specific Duties and Responsibilities

Essential Functions:

1. Responsible for the administration of the City's Impact Fee and Building Permit Fee programs. Coordinates with Sarasota County on all County impact fees collected within the City.
2. Ensures the appropriate impact fee and building permit fees are assessed for all building permits. Determines the appropriate classification and calculates the appropriate impact and permit fees.
3. Ensures the City's permitting system is consistent with the applicable impact fee and building permit fee classifications by permit type.
4. Administers and processes City impact fee and building permit fee refund requests.
5. Coordinates with Sarasota County on County impact fee refunds and/or impact fee credit requests.
6. Prepares reports of impact fees, building permit fees and all associated activity for distribution as may be necessary.
7. Provides information about the impact fee and building permit programs verbally and/or in writing.
8. Proposes and administers changes and/or enhancements to the impact fee and building permit fee processes and procedures, and their associated forms, and/or software to improve efficiency.
9. Evaluates and makes recommendations on revisions and implementation of impact fee and building permit fee schedules.
10. Responsible for managing consultants in coordination with other applicable City

departments and the City attorney for projects to establish and/or revise impact fees or building permit fee schedules for consistency and compliance with applicable state law.

Responsibilities:

Responsible for the accuracy, timeliness and the effectiveness in the day-to-day operations of activities in assigned areas. Reports directly to the Director of Development Services.

Minimum Education and Training

Bachelors' degree required, preferably in the development services field. Must have knowledge of state law regarding impact fees and building permit fees and four (4) years' relevant work experience, preferably in the public sector. Knowledge of permitting software such as TrakIT preferred.

Minimum Qualifications and Standards Required

Skill Requirements:

Knowledge of the principles, practices and methods relating to impact fee and building permit fee program administration. Ability to work independently of direct supervision and capable of sustaining regular and predictable attendance. Capable of writing clear, structured, articulate and persuasive proposals. Must be self-motivated in order to coordinate the functions of a multi-faceted operation; effectively handling various priorities and the pressure of deadlines. Ability to communicate clearly; make oral and written presentations; complete all forms and reports legibly and accurately; and read/interpret technical documents. Must be detail-oriented and possess strong problem-solving, sound decision-making and analytical skills. Ability to establish and maintain effective working relationships with supervisors, co-workers, elected officials, representatives of granting agencies, and the general public. Possess a valid Florida Driver's license, free of any serious violations.

Requires a working knowledge of the current version of the Microsoft Office Professional software suite including proficiency with Word and Excel. Must have a basic understanding of the current version of the Microsoft Windows operating system. Familiarity with CentralSquare Software applications based on an iSeries system is preferred. Working knowledge of current versions of Internet browsers and Microsoft Outlook is also highly recommended. Ability to learn specific computer applications used in the Development Services department.

Physical Requirements:

Ability to sit, stand, walk, bend, stoop, lift, carry or minimal physical exertion. Requires finger and wrist dexterity and hand/eye coordination to perform keyboard functions. Ability to see; hear well, with or without aids; and speak clearly and distinctly. Capable of working under the pressure of deadlines and conflicting priorities. Reasonable accommodation will be considered for individuals with physical disabilities.

Working Conditions:

Work is performed primarily in an office environment with some travel to various meeting sites.

Other:

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.