

SNOHOMISH COUNTY CLASS SPECIFICATION

PERMIT COORDINATOR, SENIOR - PUBLIC WORKS

Spec No. 3103

BASIC FUNCTION

To coordinate the review and processing of land development, land use, or right-of-way use permit applications.

STATEMENT OF DUTIES

1. Tracks the more difficult or complex permit applications such as road closures and overweight loads involving County Council legislative action; prepares reports, associated ordinances, and resolutions to the Council for signatures and public presentations to the County Council.
2. Provides right-of-way use related technical information to attorneys, permit applicants, and the general public; answers the more difficult and complex questions from the general public, attorneys, developers, engineers, utility companies, builders, Realtors, surveyors, or others regarding the permit application, plan review, or inspection process required by applicable codes or ordinances.
3. Receives, investigates, and resolves public complaints and problems; responds to citizens, the County Council and Executive staff.
4. Calculates and collects application permit, plan review, or inspection fees as specified in applicable codes.
5. Researches and prepares reports and documents for the division staff, the Prosecuting Attorney's Office, and other county departments.
6. Develops, recommends, and implements related policies and procedures; ensures that area of responsibility complies with applicable federal and state laws, regulations and guidelines and with county ordinances, policies, and procedures.
7. Coordinates the permit review process with other county staff and state agencies; responds to questions from applicants on permit requirements.
8. May participate in the development of training manuals, public information handouts, and other materials.
9. Assists in the preparation of section plans, goals, and objectives.
10. Maintains necessary records and prepares required reports.
11. May supervise subordinate level Permit Coordinator Is and clerical personnel; may assist in the selection of new employees; assists in the training of new employees as required.
12. Performs related duties as required.

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MINIMUM QUALIFICATIONS

Three (3) years of experience in land use, building permit, or right-of-way use permit processing and coordination; OR, any combination of training and/or experience which provides the required knowledge, skills, and abilities. College level course work in engineering or planning is highly desirable. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- federal, state, and local laws, rules, and regulations related to area of assignment;
- departmental operating policies and procedures.

Ability to:

- read, interpret, and apply federal, state, and local laws, rules, and regulations governing area of assignment;
- communicate effectively, both orally and in writing;
- follow verbal and written instructions;
- accurately maintain files and records;
- prepare a variety of correspondence, memoranda, reports, and other written material;
- read and interpret a variety of maps, charts, drawings, and blueprints;
- work effectively under stress and meet deadlines as required;
- work independently with minimal supervision;
- recognize and define work-related problems and take appropriate remedial action;
- establish and maintain effective working relationships with superiors, subordinates, associates, and the general public;
- gather, analyze, synthesize, and evaluate a variety of data, including statistical data;
- develop work plans and schedules;
- deal with the general public in a tactful and courteous manner.

SUPERVISION

The employee reports to and receives general supervision from a right-of-way Use Coordinator or a division supervisor. Work is performed with a high degree of independence and is reviewed through status reports and meetings.

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WORKING CONDITIONS

The work is performed primarily in an office environment and may involve field trips to locations throughout the county to make site inspections and attend meetings.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 1991
Previous Spec No.440498
EEO Category: 6 – Administrative Support
Pay Grade: 236 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous