

Permitting Manager

Department: Planning and Zoning
Reports to: Deputy Director
FLSA Status: Non-Exempt
Pay Range: \$14 - \$16 per hour

FULL-TIME POSITION

The Permitting Manager facilitates the efficient day-to-day administrative duties in support of the Planning and Zoning Department for Wagoner County in the areas of building permits, utility permits, right of way permits, construction permits, and plans. This person provides customer services, policy explanation, program implementation, event planning, while also conducting internal County business, and support for elected officials with information requests and issues.

The Permitting Manager has partial responsibility for these areas:

ESSENTIAL JOB FUNCTIONS:

- Provides exceptional customer service to the public by assistance with inquiries in person, and via telephone, mail and e-mail.
- Ability to operate all Microsoft Office suite software with emphasis on Outlook, Word, and Excel.
- Ability to learn a permitting management system specific to Wagoner County.
- Disperses appropriate documentation relative to department meetings as directed.
- Prepares and sends all documentation for publication in local newspaper including, but not limited to Planning Commission Minutes, and request for changes in zoning.
- Prepares meeting schedules for Planning and Zoning Staff.
- Maintains all Planning and Zoning records to include building permits, floodplain permits, zoning changes, subdivisions of land, agendas, and minutes.
- Event planning for public and organizational events, forums, and meetings.
- Ability to maintain a ledger with all earnings and expenses.
- Ability to understand and report monthly on account and budgeting information.
- Navigate the county purchasing system and adhere to all statutory laws and local regulations.
- Manage and perform all inspection requirements for the utility permitting program.

NON-ESSENTIAL JOB FUNCTIONS:

- Prepares the monthly newsletter and social media postings for public dissemination
- Acts as Safety Coordinator for Planning and Zoning office including determination of dates and subject matter. Contracts with presenters/instructors.
- All other tasks as assigned by the Director

SKILLS/QUALIFICATIONS: Administrative Skills, Verbal and Written Communication, Strong Organizational and File Maintenance Skills, Ability to Multi-task and Organize, Must Demonstrate Professionalism, Leadership and Teamwork.

Strong Computer Skills required.