

CITY OF LEADVILLE, COLORADO
PERMIT TECHNICIAN/ADMINISTRATIVE ASSISTANT

FLSA STATUS: **NON-EXEMPT**

SUPERVISOR: **CITY ADMINISTRATOR**

DEPARTMENT: **ADMINISTRATION**

REVISION DATE: **03-11-2024**

Reports To:

City Administrator

Job Definition:

The Permit Technician is responsible for various administrative functions for the City of Leadville. The Permit Technician will specifically be responsible for issuing, monitoring and managing all permits issued by the city. This position also supports the Historic Preservation Commission and the Planning and Zoning Commission. This position is also responsible for other administrative tasks for the city such as assigning addresses and supporting other city departments. This position reports to the City Administrator. This position works closely with the other members of a small administrative team at the city.

Essential Duties:

The following duties **are not** intended to serve as a comprehensive list of all duties performed by this position. The duties below are intended to provide a representative summary of the major duties and responsibilities.

- Under general supervision, issues, monitors and manages all city permits including conditional use permits, subdivision permits, site plan permits, administrative permits, certificates of appropriateness, excavation permits, temporary use permits, sign permits, film permits, encroachment permits and chicken permits.
- Provides administrative support to the Historic Preservation Commission and the Planning and Zoning Commission, including attending public meetings, taking attendance and meeting minutes, preparing and publishing Commission packets, preparing public notices, and ensuring efficient operations at City Hall.
- Drafts correspondence, reports, spreadsheets and other documents.
- Answers phone calls, answers emails, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, word processing, copying, and scanning.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Acts as backup for other city functions as needed such as updating the city's website and providing staff support at other city meetings.

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Additional Duties:

- Perform related work and support for the city's Administration Department as required and assigned.

Supervision Exercised:

No supervisory responsibilities.

Independence of Action:

Work is performed in accordance with legal requirements, standard practices and methods requiring initiative to complete recurring assignments independently and judgment to determine which of many methods are applicable in any given situation.

Communication/Working Relationships:

Strong written and verbal communication skills with the ability to effectively communicate and interact with all levels of the city, outside agencies, and the general public in a positive and cooperative manner. Maintain strong working relationships with City Administrator, Finance Director, Planning Director, Department Heads, city staff, City Councilmembers, Lake County and outside agencies.

Knowledge, Skills and Abilities:

- Excellent written and verbal communication skills.
- Strong interpersonal skills and ability to establish effective working relationships with co-workers, elected officials and the general public
- Ability to work independently, pay close attention to detail, and manage multiple reports, documents, and deadlines effectively
- Innovative, collaborative, organized, self-motivated
- Ability to properly operate or use: computer (Google, Microsoft Office software), telephone, copier, calculator, audio and video recording devices, and other office equipment.
- Ability to respond effectively to sensitive inquiries or complaints and provide excellent customer service.
- Ability to maintain the confidentiality of sensitive matters.
- Ability to creatively problem-solve to address vaguely defined issues.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.

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- Ability to attend government meetings that may take place after normal business hours.

Qualifications:

Minimum Education: A high school diploma or GED is required. Bachelor's degree is preferred but is not required. Two to five (2-5) years of administrative experience is preferred.

Language Skills: Ability to read, write and speak English fluently. Ability to respond to employees, customers, regulatory agencies or authorities, or members of the local business community. Bi-lingual Spanish speaking skills are preferred.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The position is primarily administrative in nature, working indoors, completing tasks such as reading and reviewing reports, papers and other documents, typing, filing, writing reports, correspondence and other documents. This portion of the job will require sitting, walking, bending, kneeling, standing, hearing, speaking and lifting boxes up to 20 pounds occasionally. Specific vision abilities required by this position include close, distance, and the ability to adjust focus.

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
Physical Task	Frequency	Physical Surroundings	Frequency
Sitting	F	Extreme Temperatures	R
Standing	F	Inside Work	C
Walking	F	Outside Work	R
Running	R	Walking on uneven surfaces	R
Stooping	O	Working at height	R
Kneeling	O	Other:	
Squatting	O		
Climbing	R	Environmental Conditions	
Balancing	O	Exposure to Chemicals	R
Reaching	O	Exposure to Gases/Fumes/Dust	R
Grasping	C	High Noise Levels	R
Fingering	C	Moderate Noise Levels	O
Handling	C	Vibrations	R
Visual Acuity Near	F	Work in Traffic	R
Visual Acuity Far	O	Local Travel	F
Depth Perception	R	Out of Town Travel	O
Color Discrimination	R	Other:	

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Peripheral Vision	O		
Talking	C		
Hearing	C		
Light/Power Equipment Ops	R	Weight of Objects Moved	
Heavy Equipment Operation	R	Over 100 pounds	R
Other:		Over 50 Pounds	R
		Over 10 pounds	O

Compensation:

The Permit Technician position is a full-time position and requires a minimum of 40 office hours a week including possible attendance at public meetings (including evenings). The pay range is \$25 - \$30 per hour.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.