



## Job Description

### Permitting and Licensing Manager

Department: Building Services

Reports to: Town Administrator

FLSA: Exempt

Salary Range: \$58,000-\$70,000

Work Location: Town Hall

#### Minimum Education and Other Requirements:

Position requires a High School Diploma, Certified Floodplain Manager, and Permit Technician Certification from the International Codes Council. An understanding of business and contractor licensing preferred and the ability to accept and account for revenue received is required. Certification requirements may be waived if applicant is able to obtain within first year of employment. At least three (3) years of experience in a related field required, preferably from within a government office. Must have a valid driver's license or the ability to obtain a South Carolina driver's license upon acceptance of the position.

#### Job Description:

- This position is responsible for managing the Town's Building Services Department functions as well as business licensing and contractor licensing as required by Town ordinances. Day-to-day responsibilities include accepting applications and inputting into the Town's permitting system, checking for, and issuing Town business licenses, coordinating with zoning review, performing review for compliance with floodplain management ordinance, issuing permits, maintaining contractor licensing applications and renewal, scheduling/coordinating inspections, and conducting plan review as needed. This individual will work with the Town Administrator and the Building Official to develop and implement program needs associated with the Community Rating System program, and other programs as they are identified. This role will also assist in administering the Town's permitting software and developing a workflow for the Building Services Department processes. This position will also be responsible for administering the Town's business license ordinance, being the primary contact with assistance from others as needed. The ability to work effectively with individuals involved in the construction field, residents, and coworkers is a must. Must have the ability to work in the Emergency Operation of functions of the Town.

Qualified candidates must have the ability to effectively utilize Microsoft Word, Excel, Outlook, and other job-related software. Must communicate effectively in oral and written form. Ability to manage and prioritize routine, specialized and complex assignments and problems utilizing knowledge acquired through education, training and experience.

Safety and Physical Demands

This position may be required to lift, stand, bend, sit and stoop.

Staff are expected to act in a safe manner at all times and ensure that those around them do not put themselves or others at risk.

Safety is everyone's responsibility. At ALL times working safely is a condition of employment