



Position Title:	Permitting Systems Analyst	Pay Grade:	PRO.PB5.
Department:	Planning & Economic Development	Bargaining Unit	PRO
Employment Status:	Full-time	FLSA Status:	Exempt
Revised Dates:	9/19; 1/17; 8/16; 4/16	W/C Code:	8810
Established Date:	12/10	EEO Category:	Professionals
Supervisory Work:	Not Applicable	EEO Code/Name:	0206 Computer Specialist

Job Overview Summary:

This is advanced professional, technical and analytical work in the research, applied methodology, design, development, recommendation and implementation, and review and evaluation of existing and/or new or improved operational plans, programs or procedures to enhance building permitting and inspections efficiency. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules, attendance, or duty requirements which may be established by City or department rules, or applicable union contracts. Work is performed under the general direction of an administrative supervisor who reviews work through observation, conversation, conferences, the analysis of prepared reports and recommendations and the evaluation of results achieved.

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

Duties:

- Researches, plans, develops and assigns address data to City database; coordinates with other City departments and outside agencies for address assignments and issues; acts as database administrator for City land management files.
- Develops automated systems on a computer, including the use of available packages or programs, and coordinates system development and programming to monitor and improve operations.
- Conducts detailed feasibility studies to improve organizational and operational efficiency through the compilation and analysis of information relating to organizational structures, programs, services, methods, reports and procedures and for the preparation of recommendations to enhance the operational effectiveness of the department.
- Analyzes building permit, construction, financial, and operational data; prepares detailed reports; researches trends; summarizes and makes recommendations for managements use and for reporting to outside stakeholders on permit and construction trends; conducts periodic re-evaluations of prior analyses.
- Makes mathematical and statistical computations; prepares charts, graphs, and tables that demonstrate building permit and construction trends.
- May provide oversight, direction and assistance to administrative staff involved in the preparation and imaging of department documents and plans.
- Interviews and consults with departmental personnel to determine business requirements; provides guidance, assistance, and support to other employees; receives and responds to customer complaints, and provides system support to users of City systems.
- Researches, plans, develops, recommends and implements complex studies involving goals, relationships and functions, services, re-alignment of existing programs, adoption of new plans and programs, work and operational improvements for building permitting and inspections.
- Coordinates the development and implementations of approved procedures and provides training to new and existing employees for program implementation and interpretation.
- Performs reconciliations and payments to the state and county for transportation impact fees and Florida State Surcharges collected; assists in balancing with the general ledger; performs reconciliations of monthly revenue with other city departments.
- Provides building permit policy and procedural guidance, assistance, and support to staff and the public as needed.

- Designs flow charts and procedural documents to improve permitting operations and customer service.
- Performs related work as assigned.

Minimum Qualifications:

Graduation from an accredited four-year university or college with major course work in public administration, business administration, and depending upon area of assignment, computer science, or a related field. Considerable experience in a building permitting and codes enforcement environment performing systems development and programming, including experience in statistical and analytical work.

Knowledge and Skills:

- Thorough knowledge of the codes, ordinances, laws, rules, regulations, procedures and functions related to the issuance of building permits and associated administrative practices.
- Considerable knowledge of statistical methods, research techniques, and effective methods of conducting administrative and other management studies.
- Considerable knowledge of computer science, including systems development and programming.
- Knowledge of the processing and approval of plans and applications for construction permits and the enforcement of applicable permit and license codes.
- Skill in the operation and application of a computer, and in the use of various software packages.
- Ability to organize and present clear, concise and factual oral and written technical reports of findings and recommendations.
- Ability to perform simple drafting functions in the preparation of graphs and charts, and/or in the use of applicable software.
- Ability to coordinate the work results of various departmental units into a specific research problem.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with employees, vendors, outside agencies, and the public, as necessitated by the work.

Required Responsibilities:

Successful demonstration of the following competencies are standard expectations for all City staff: *cultural competence, inclusivity, job knowledge, productivity, quality of work, adaptability/flexibility, communication, and customer focus*. Additional competencies are assigned based on the employee's job classification. Information about the required competencies including definitions can be found in the Core Competency Guide, a copy of which is located on the U: drive/Human Resource Info/Job Descriptions folders and on the intranet.

Necessary Special Requirements:

If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained.