

**CLASS TITLE: PERMITTING TECHNICIAN**

**PURPOSE OF CLASS:** Under general supervision of the Planning Director and Building Code Administrator, the Permitting Technician will be responsible for providing intermediate level planning and zoning functions as described below as well as administering community development objectives and programs, including code enforcement and flood management responsibilities. This position is non-exempt under the Fair Labor Standards Act (FLSA). Pursuant to the Town's Organizational Chart, this position reports directly to the Planning Director and Building Code Administrator.

**PRIMARY TASKS:**

- Provides technical assistance and /or information to staff and the public regarding plans, ordinances, application procedures, and current projects, etc. At the front desk, over the telephone, and/or through written correspondence.
- Processes and assists with zoning permit applications and building permits in compliance with established policies, procedures, and ordinances.
- Assists in issuing flood development permits for structures within the Special Flood Hazard Area (Floodway and 100-year) and inspects development to determine compliance with development standards and National Flood Insurance Program (NFIP) requirements.
- Performs routine office tasks in designated program areas including data entry, file management, copying and customer service.
- Conducts and assists with field surveys, site reviews and violation investigations and compiles property research, including zoning history, development patterns, land use, etc.
- Prepares written reports and correspondence, charts, maps, and other materials, as needed.
- Prepares public notices, violation notices, and zoning compliance letters, as directed.
- Enforces the laws, rules, ordinances, and resolutions of the Town of Burgaw and surrounding Extraterritorial Zoning Jurisdiction, as required.
- Conducts research, compiles information, and prepares special reports, planning documents, and presentations.
- Assists in preparing packets for meetings of the Board of Commissioners, Board of Adjustment, Planning and Zoning Board, and civic groups.
- Support staff to the Planning Board and Board of Adjustment
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Basic knowledge of principles of public administration, government practices, planning, zoning, subdivision, code enforcement and flood regulations.
- Basic knowledge of record keeping and filing practices.
- Basic knowledge of GIS technology, including map production and interpretation is preferred.

- Knowledge of computer applications, including Microsoft Office and internet applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Strong skills in interpersonal relations, conflict resolution, and dealing with the general public.

**EDUCATION AND EXPERIENCE**

- Experience in planning, zoning or code administration with specific experience as a zoning administrator is preferred.
- North Carolina Certified Zoning Officer (CZO) certification is preferred or must have ability to obtain within two years.
- Must possess a valid driver's license issued by the state of North Carolina.

Approved & Adopted by the  
Town of Burgaw Board of Commissioners

Date: \_\_\_\_\_