

JOB ANNOUNCEMENT

POSITION: Permitting Technician
PAY RANGE: \$16.52-\$25.60 (DOQ)
VACANCY DATE: Immediately

High school diploma, GED, or equivalent certificate of competency; supplemented by courses in business/public administration; five (5) years of experience in general administrative work; must obtain certification in accordance with the FABTO Statewide Certification Program within three (3) years of hiring date. **Must be nicotine free.**

1. Acts as front-line support to the Community Development Department while promoting a positive customer service environment internally and externally.
2. Receives, reviews, analyzes and issues occupational licenses, building permits, business tax receipts and associated city documents; maintains related records; and responds to inquiries regarding licensure procedures, building and zoning codes and related matters.
3. Coordinates Special Master Meeting and other “ad hoc” committees including attending night meetings and taking/transcribing meeting minutes.
4. Maintains and builds electronic files for data storage including scanning.
5. Monitors department spending and gathers budgetary data and assists in departmental budget preparation.
6. Creates a variety of letters, memoranda tables, reports, forms and other materials, often containing technical terminology.

Excellent benefit package including the Florida Retirement System. If interested, submit a completed application (obtained at City Hall or by emailing Trudy O’Dell) to one of the following;

By Mail:

City of South Daytona
Attn: Human Resources Department
1672 South Ridgewood Ave
South Daytona, FL 32119

By Fax: (386)322-3068

By Email: trudy.odell@southdaytona.org

Date Posted: September 28, 2020

THE CITY OF SOUTH DAYTONA IS AN EQUAL OPPORTUNITY EMPLOYER
VETERAN’S PREFERENCE AFFORDED
DRUG FREE WORK PLACE