



**TOWN OF LANTANA
POSITION DESCRIPTION
DEVELOPMENT SERVICES DEPARTMENT- PERMIT & BUSINESS TAX
RECEIPT SPECIALIST**

Full Time Position

FLSA Non-Exempt Position

Reports to Assistant Development Services Director

JOB SUMMARY

The primary function of this position is to assist and serve the Town of Lantana residents and area businesses. This employee's principal responsibility is to process, coordinate, issue, and renew business tax receipts and building permit applications, and assist with other Development Services Department operations under the immediate supervision of the Assistant Development Services Director.

ESSENTIAL FUNCTIONS

Note: These examples are intended only as illustrations of the various types of work performed in this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment for this position.

Building Permits

- Accepts and processes Building Permit Applications, determines fees for such permit applications and other fees that may be involved in the Application for Permit including (but not limited to) Plan Review Fees, Radon Gas Assessments, Building Permit Certification Surcharges, and Water Meter Deposits.
- Verifies that any contractor submitting an application for permit or sub-contractor registering under a General Contractor is properly licensed to operate within the Town.
- Assists the public, particularly Owner/Builders, with plans and drawings regarding proposed work.
- Assists owner/contractors in completing application; checks that required information is included in packet for application, and advises customer of discrepancies in order to process same.
- Prepares permit application to submit to Building Official. This includes data input into the computer system; permit number issued; description of the proposed improvements. Compiles packets, including any required documentation, i.e. Surveys; Energy Calculations; Owner/Builder Affidavits; Plans; Drawings; Flood Zone Information; Product Approvals and Specifications.
- Prepares monthly reports for various agencies including but not limited to Palm Beach County (PBC) Property Appraiser, Census Bureau, Department of Housing and Urban Development; quarterly reports for PBC County Planning, Zoning, and Building Department; Radon Gas Assessment and Building Code Administrators and Inspectors Board Permit Surcharge submittals to State, other Town Departments.

Business Tax Receipts

- Processes Business Tax Receipt applications, renewals, and related matter.
- Process and maintain records of new and existing Business Tax Receipt (BTR) applications, which includes verification of BTR inspections.

Permit& Business Tax Receipt Specialist, Revised 10/2023

- Process BTR renewals, which includes updating files, printing, and mailing renewal cards, sending late notices and notices of violation, adding penalties, and issuing licenses.
- Identify and initiate the Business Tax procedure for rentals and businesses that do not have BTR.
- Identify and initiate Business Tax and/or registration procedures for Construction Industry Contractors.
- Ensures accurate storage of Building Division documents in Laserfiche and other software, such as Trakit.
- Collect and process business tax and permit fees.
- Reconcile daily transactions; run reports and submit receipts to the Finance Department.
- Provide information to the general public on Building Division processes. Assist with all other Building Division functions.

Other

- Provides assistance to Building and Zoning inquiries, and Code questions.
- Responds and fulfills public records requests as needed.
- Participates in special projects.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of permit processing; general knowledge of Federal, State and County law and ordinances.
- Knowledge of municipal codes, and ability to answer questions pertaining to Building and Zoning Codes. This would include Zoning Uses, Building Codes, plans interpretation, methods of building construction, energy codes, flood plain codes, contractors licensing law, occupational licensing requirements, landscaping and parking requirements.
- Knowledge of general principles and procedures of office work, and the ability to keep records and prepare reports. Organizational skills are necessary.
- Knowledge of and skills required to operate computers; recording equipment; general office equipment and machines.
- Ability to establish and maintain effective working relationships with other employees, Town officials and the general public.
- Excellent customer service skills and knowledge of office skills and equipment.
- Must be computer proficient.
- Excellent oral and written communication skills.

MINIMUM REQUIREMENTS

Candidate must possess a High School diploma or equivalent.

Two years experience working in an office environment using computers and other office equipment.

Two years of experience in processing business tax receipts, business registrations, and building permit applications in a local government setting.

Two years of experience in office management, building permit intake, business registering, Planning & Zoning, or building industry-related field.

Certification by the Florida Association of Business Tax Officials is preferred.

ADA COMPLIANCE

| Physical Requirements | Working Conditions |
|--|---|
| <ul style="list-style-type: none">• Moderate lifting, 15-44 pounds• Moderate carrying, 15-44 pounds• Use of fingers• Walking (frequent)• Standing (frequent)• Seated (frequent)• Kneeling (occasional)• Hearing (aid permitted)• Vision (correction permitted) | <ul style="list-style-type: none">• Inside/Office Environment |

Approved By: *Brian K. Raducci* Date: 11/02/2023
Town Manager