



Building Services Coordinator I

FLSA Designation:

Pay Grade: 4

This position processes, issues, and maintains building permits. Prepares claims and deposits while performing accounts payable and accounts receivable functions for the Building Department. Conducts research for building project applications. Provides public assistance on department processes and procedures, permit fees and building issues as assigned. The work is performed under the direct supervision of the Building Official.

Essential Functions

- ❖ Greets the public, responds to questions, and provides explanations to contractors, property owners and the general public on building code compliance, permit issues, plans, maps, and regulations related to the Department.
- ❖ Educates the public about County policy including building permits and applications and County and State regulations;
- ❖ Maintains permit files; collects fees; enters data into permit system; performs scanning of documents for retention in digital permit database;
- ❖ Maintains hard copy and electronic copies of the County's Building regulations;
- ❖ Assists with proper maintenance of all electronic and hard copy records relating to all departmental activities; Assists with the administration of fees related to building permit applications. Including Residential and Commercial Development Impact Fees;
- ❖ Maintains the Building Official's and department calendar;
- ❖ Posts as needed to the County's website; maintains Department's page on website including applications, materials and ordinances to keep them current; provides agenda item support for Board meetings;
- ❖ Assists with compiling, retrieving, and reporting department records;
- ❖ Performs accounts payable and accounts receivable functions for the department; ~Maintains digital permit database
- ❖ Processes requests for public information; ensures requests are in correct written form; may perform some research to provide adequate response;
- ❖ Maintains office supplies;
- ❖ Performs other related duties as required. Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Requirements

Knowledge of:

- ❖ Basic building, planning and land use practices and procedures;
- ❖ Basic accounts payable and accounts receivable methods;
- ❖ General procedures relating to the gathering and analysis of data and the preparation of reports;
- ❖ Modern office practices, procedures and equipment;
- ❖ Operation of standard office equipment, including a personal computer and job-related software applications; Customer service procedures and techniques;
- ❖ Local government operations, procedures, and departmental relationships;
- ❖ English grammar, spelling, punctuation, and composition.

Ability to:

- ❖ Clearly explain county building functions and procedures;
- ❖ Prepare, review, and maintain accurate and reliable files, records, and correspondence, tracking follow-up if required;
- ❖ Prepare and maintain detailed and accurate computerized and hard copy files;
- ❖ Maintain strict individual and transaction confidentiality and impartiality;
- ❖ Provide follow-up to department priorities and work assignments with Building Official to ensure desired results and to document actions;
- ❖ Provide effective customer services and administrative support;
- ❖ Conduct research on assigned projects;
- ❖ Communicate effectively, both orally and in writing;
- ❖ Work with diverse clientele, including the ability to diffuse tense situations;
- ❖ Deal with all parties in all situations in a forthright, diplomatic and confidential manner;
- ❖ Maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials and the public;
- ❖ Perform multiple tasks simultaneously, including handling interruptions, then return to and complete tasks in a timely manner;
- ❖ Develop creative and effective resolutions to simple and complex problems;
- ❖ Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- ❖ Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- ❖ Maintain a professional demeanor during stressful situations;
- ❖ Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- ❖ Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- ❖ Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Acceptable Experience and Training

- ❖ High school diploma or GED, with additional coursework in administrative functions preferred; and Three (3) years' experience in a building office or other closely related field; or
- ❖ Any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the duties of this job.

Licenses and Other Requirements

- ❖ International Code Council Certification as Permit Technician (or ability to obtain within 18 months of hire)
- ❖ Valid Idaho Driver's License

Working Conditions and Physical Efforts

- ❖ Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- ❖ Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files;
- ❖ Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a motor vehicle;
- ❖ Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits

- the employee to lift or move objects that weigh up to 30 lbs. and to work in an office environment;
- ❖ Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements;
 - ❖ Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Announcement

THIS IS TETON COUNTY

Beautiful mountains, a close-knit community, and a workplace that cares individually about you are just a few of the advantages of forwarding your career at Teton County. In fact, our Vision is "Cultivating Community to Enrich Lives." So, if you would like to be part of a group of people who care about this Vision, and you want to positively impact a community and its people, please keep reading!

WHO WE ARE LOOKING FOR

Do you have experience working in a building office or similar field? Teton County is looking for someone to work in the Building Department as a Building Services Coordinator I.

High school diploma or GED, with additional coursework in administrative functions preferred; and Three (3) years' experience in a building office or other closely related field; or Any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the duties of this job;

International Code Council Certification as Permit Technician (or ability to obtain within 18 months of hire); Valid Idaho Driver's License.

THE OPPORTUNITY: Building Services Coordinator I

Here are a few opportunities waiting for you:

Greet the public, respond to questions, and provide explanations to contractors, property owners and the general public on building code compliance, permit issues, plans, maps, and regulations related to the Department.

Educate the public about County policy including building permits and applications and County and State regulations; Maintain permit files; collects fees; enters data into permit system; performs scanning of documents for retention in digital permit database;

Maintain hard copy and electronic copies of the County's Building regulations;

Assist with proper maintenance of all electronic and hard copy records relating to all departmental activities;

Assist with the administration of fees related to building permit applications. Including Residential and Commercial Development Impact Fees;

Provide customer service the Teton County way!

This position reports to the Building Official.

THE REWARDS

A thriving workplace where what YOU do matters

Professional growth and training

Alternative work schedules that meet our citizens' needs and your lifestyle Idaho PERSI pension so you can enjoy retirement

Robust health and dental insurance

13 days of Paid Time Off, 12 holidays, and sick leave days

A pay range of \$ to \$ based on what you bring to the County

Lots of potlucks, incredible mountain views, and a workday that is meaningful