



## **CITY OF CLYDE HILL POSITION DESCRIPTION**

**JOB TITLE:** Deputy City Clerk - Permit Specialist and Code Compliance Officer  
**DEPARTMENT:** Administration  
**CLASSIFICATION:** Full-Time, non-exempt

### **GENERAL RESPONSIBILITIES**

Responds to public inquiry, provides a variety of routine and complex clerical and administrative work as well as technical work in the processing and issuance of permits. Code Compliance Officer and liaison to the City's Planning Commission and Hearing Examiner. Provides back up and support to the Deputy City Clerk and completes other duties as assigned.

### **STRUCTURE:**

The Administrative staff members work together in a self-directed manner in order to accomplish their mission, goals, and commitment to serving the residents of Clyde Hill.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the City Administrator.

### **ESSENTIAL FUNCTIONS OF THE POSITION:**

- Primary City contact for public inquiry. Provides excellent customer service at the front desk and over the phone. Assists in the resolution of complex and sensitive customer service issues. Maintains records and documents of customer service issues and resolutions.
- Provides general zoning, land use, building and related code information and application forms and guidance to permit applicants and the general public. Ensures applicants understand the permitting process and the necessary information and attachments required to submit an accurate and complete application.
- Processes and accepts permit applications and payments, verifying accuracy and completeness, calculating fees, routing applications to appropriate review staff, monitoring application progress for status reports, and preparing plans and permits for issuance.
- Maintains accurate and timely records. Inputs and compiles a variety of data on permitting activity, such as the number of permits by type, valuation, permit fees, review time, problem areas, conditions imposed, actions taken, etc. Compiles a monthly activity report for the City Council.
- Responsible for keeping Building Department and Public Works records current. Prepares, maintains and stores records, files and logs related to permit issuance and inspections.
- Assists and coordinates the permitting process with the Building Official and Public Works Director.
- Staff liaison to the City's Planning Commission and Hearing Examiner. Responsible for the distribution of information to Commission officials prior to meetings. Has intake responsibilities, coordination with Building Official, Commission coordination and follow-up responsibilities.

- City liaison to Department of Revenue (DOR) for management and approval of Home Occupation Business Licenses. Ensures compliance with City home business requirements.
- Helps coordinate City meetings; distributes information to the public as requested.
- Manages customer performance bonds including intake, tracking and initiation of the return process when required.
- Records various cash receipts into the City's accounting system, prepares bank deposits, and balances the deposit slip to the accounting system.
- Processes pet licenses received at the front counter of City Hall.
- Provides support and backup to the Deputy City Clerk and conducts miscellaneous administrative functions such as ordering and receipt of office supplies and materials, mail distribution, etc.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- Graduation from a high school or GED equivalent
- Two (2) years of increasingly responsible related experience
- Any equivalent combination of education and experience
- Notary Public

#### **Necessary Knowledge, Skills and Abilities:**

- Ability to communicate effectively on the phone and in person. Has an exceptionally good rapport with the public. Ability to establish and maintain successful working relationships; ability to work under pressure and/or with frequent interruptions.
- Skill in operating listed tools and equipment.
- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures. Desired experience with Microsoft Word, Excel, Outlook and Publisher.

### **SPECIAL REQUIREMENTS**

Must be bondable.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, database, e-mail and desktop publishing software; 10-key calculator, laminating machine, phone, fax and copy machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, equipment or controls; and reach

with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics 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. The noise level in the work environment is usually quiet, however, there maybe frequent interruptions with requests for service at the front counter, phone or e-mail.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; job-related testing; oral interview and reference checks may be required.

### **SALARY & BENEFITS**

Monthly salary range: \$5,900-6,500/month\*

#### City Paid Benefits Include:

- Employee & Dependent Health Insurance (excludes spouse; 90% City paid)
- Employee & Dependent Dental Insurance (excludes spouse)
- Public Employees' Retirement System (PERS)
- Social Security
- Long-term Employee Disability Insurance
- \$5,000 Life Insurance (optional additional Employee life insurance)
- Employee Assistance Program
- Twelve (12) days of sick leave per year
- Ten (10) paid vacation days per year (increases with longevity)
- Ten (10) paid holidays plus one (1) floating holiday per year

*\*An additional City contribution per calendar year (~\$10,104 for 2021) is provided for the Employee to use in the City's Flexible Benefits Plan (Cafeteria Plan).*

The above job description and conditions of employment do not constitute an employment agreement between the employer and employee and are subject to change by the employer as the needs of the employer and requirements of the job change. Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documentation verifying identity and authorization to be employed in the U.S.