

Permit & Zoning Technician/Office Specialist

DESCRIPTION

JDW Midwest, LLC is currently accepting resumes for part-time Permit & Zoning Technician/Office Specialist for the Southwest Iowa and Western Nebraska areas.

General Statement of Duties: Performs professional work promoting, facilitating, and coordinating planning, zoning, development, and building permit activities for the City and/or County; and performs related duties as required.

TYPICAL DUTIES PERFORMED

- Reviews and processes building permits, including review of site plans; issues building permits for new residential construction, remodels, additions, garages, other miscellaneous items and forwards requests to the building inspector/official.
- Reviews applications for variances, conditional use permits, subdivisions and zoning changes; prepares recommendations to the Planning Board, the Zoning Board of Adjustments; and/or City Council with the City Code.
- Coordinates assistance on planning and zoning issues with the City Building Official, City staff, inspectors and general public.
- Initiates enforcement proceedings when code violations occur; prepares letters and/or contacts property owners by phone or mail; refers to City Attorney if unresolved.
- Meets in the office with property owners to resolve conflict with neighbors.
- Answers general questions regarding legal descriptions, zoning, census, and general community information.
- Works with building inspectors regarding review of commercial/industrial buildings in relation to site plans after blueprints have been stamped.
- Review and approve routine permit applications.
- Maintains all necessary records for day-to-day activities and permanent files.
- Assists in developing department reports and other reports for city staff.
- Performs other duties as delegated.

KNOWLEDGE, SKILLS & ABILITIES

- Basic knowledge of zoning and planning.
- Basic knowledge of Building Codes, maps, construction plans, and specifications
- Working knowledge of industrial, commercial and residential property development.
- Working knowledge of the government processes and services, funding sources, and economic research methods.
- Skilled ability to communicate effectively and diplomatically both orally and in writing with state and federal agencies, private businesses, elected officials, community volunteers, potential developers, city staff, and the general public.
- Skilled ability to perform mathematical calculations, to analyze data, and to prepare reports.
- Skilled ability to represent the city and negotiate outcomes desirable to the City.
- Skilled ability to safely operate a motor vehicle to attend meetings, and visit properties.
- Ability to work in an environment with a moderate noise level.

- Skilled ability to operate various types of office equipment including a telephone, calculator, copy machine, computer and credit card processing.
- Communicate clearly and effectively; and work effectively with the public, developers, consultants, and other City staff.
- Knowledge and ability to make accurate mathematical calculations and to perform accurate data entry quickly under deadline pressure.
- Foresight knowledge to prioritize work and coordinate several activities at one time; understand and carry out oral and written instructions; establish and maintain effective working relationships with those contacted in the course of work; handle complaints in a thorough, professional and polite manner.

MINIMUM QUALIFICATIONS

- Graduate of an accredited college or university with associates degree and/or two (2) years of hands-on experience in construction, code enforcement, and/or zoning/planning.
- Public development experience functioning within a government entity or jurisdictions.
- Must possess a valid Iowa State driver's license or equivalent out of state license.
- Possess or willingness to obtain any required certifications.

Part-time Salary Range: \$16.00 - \$20.00 hourly; depending on type of employment, certifications, knowledge and experience. Guaranteed hours will be Monday-Friday 9:00am – 2:00pm. Hours may adjust during busy times.

JDW Midwest is a small business contract service provider to local government agencies. The expertise we provide to agencies includes the departmental functions of building & safety, zoning, public works, environmental, and code enforcement. With over 18 years of experience serving the Omaha metro area, we have earned respect in the industry for the outstanding service we provide our clients.

JDW Midwest, LLC is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetics, or protected Veteran status. Eligibility for possibly DOE clearance is required for some positions, we ask the question about citizenship.

We are looking for someone who can work as part of our team! Candidates interested in this position and becoming a member of the JDW Midwest team, please email your resumes with cover letter to:

info@jdwmidwest.com Attn: Janelle