

PERMIT SPECIALIST I/II

Definition:

Under direction, assists with the review and permitting of applications received by the Planning and Natural Resources Department, and to perform job-related work as required.

Distinguishing Characteristics

The Permit Specialist I/II is distinguished from other classes by its responsibility for providing technical support in the area of review and permitting of land use, oil and gas, renewable, and/or geothermal permits.

Promotion to the Permit Specialist II is considered on a merit basis and is subject to the approval of the Department Head.

Permit Specialist I: The Permit Specialist I is the entry level of the Permit Specialist flexible classification series. This position functions in a learning capacity, gradually assuming greater responsibilities as knowledge and skills are acquired. It is distinguished from the Permit Specialist II classification by its' limited scope and routine tasks performed.

Permit Specialist II: The Permit Specialist II is the journey level of the Permit Specialist classification series. This position functions at an experienced level demonstrating greater proficiency in a variety of skills and abilities and is able to perform the essential functions of the position with less supervision. It's further distinguished from the Permit Specialist I by its' responsibility to work independently and to handle the most complex permits.

Essential Functions:

- Reviews permit applications and related documents for accuracy and completeness.
- Performs research related to land use, renewable, geothermal and oil and gas data files and records; maintains maps, databases, photographs, files and other records.
- Assists in the preparation of plans and prepares related project documents.
- Prepares graphics for presentations.
- Calculates and/or collects fees and assessments in accordance with applicable county ordinances.
- Issues permits using a computer and printer.
- Assists applicants, other organizations and agencies, co-workers and the general public by providing information and answering routine questions.
- Perform other duties of similar nature or level as required. Incumbents must have the ability to perform the Essential Functions of the job.

Employment Standards:

Level I:

High School Diploma, G.E.D. or equivalent, AND completion of thirty (30) semester or forty-five (45) quarter units of general education from an accredited college or university **OR** one (1) year of experience in building construction and plan preparation or petroleum development, production or inspection **OR** an equivalent combination of training and experience.

Level II:

High School Diploma, G.E.D. or equivalent, AND sixty (60) semester or ninety (90) quarter units of general education from an accredited college or university **OR** two (2) years of experience equivalent to a Permit Specialist I in the Kern County Classification System **OR** an equivalent combination of education and experience.

Both Levels:

Possession of a valid California Motor Vehicle Driver's License.

Knowledge of: mapping techniques, basic English, mathematics, standard office equipment and procedures, data entry techniques, customer service principles, and filing techniques.

Skill in: interpreting and applying rules and regulations; establishing and maintaining cooperative work relationships with the public and industry personnel; following oral and written instructions; communicating both orally and in writing; providing customer service; performing basic mathematical functions; filing and maintaining records; and using computers and related software applications.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.