



**EMPLOYMENT OPPORTUNITY
WITH THE
CITY OF LA MARQUE**

POSITION AVAILABLE: PERMIT SPECIALIST COORDINATOR

GENERAL DESCRIPTION:	<p>Under general supervision, performs a variety of administrative assistant duties in support of the Development Services Director. This position oversees planning and zoning operations to include scheduling PDM's, accepting platting & rezoning documents, maintaining submittal schedules to ensure procedures and city processes are followed, this position will fill in when needed creating permits, scheduling inspections, preparing, and distributing monthly reports to the department director, prepares financial reports, and prepares deposits daily. Maintains records in database to ensure compliance with city requirements. The ability to always remain professional and resolve conflicts with citizens and contractors.</p> <ul style="list-style-type: none">• Adhere to all City policies and procedures as outlined in the Employee Handbook, in particular:<ul style="list-style-type: none">○ Attendance Policy○ All Safety Policies and Procedures○ Appropriate business casual attire for office personnel and proper uniform attire for those departments that are so designated (Police, Fire, and Public Services Departments).• Performs paraprofessional planning work involving the research, organization, and graphic presentation of zoning and planning data. Responsibilities will include assisting the Development Services Director in compiling data, assembling, and distributing packets for board meetings, setting up meeting rooms, taking minutes, creating agendas, preparing ArcView maps for ordinances and vicinity locations, updating databases, and processing applications. A significant element of the work involves preparing/coordinating packets, mapping graphics, exhibits, and minutes for public hearings. Work also includes some fieldwork to gather data, photograph sites, and ensure public hearing signs are posted. Customer service work involves answering general questions regarding planning information, zoning ordinance requirements, design review, land development regulations, rezoning and variance
-----------------------------	--

requests, and the public/civil hearing processes.

- Perform a variety of administrative and clerical functions for the Development Services Director including receiving and processing development documents and recording plats, reviews permit applications for completeness if needed, assist with department processes such as assigning addresses to undeveloped lots, answering phones, scheduling pre-development and other meetings, creates agendas and minutes for boards and commissions and attends all board and commission meetings taking notes and recordings. Must be able to communicate with citizens and contractors daily about complaints or concerns and maintain a professional attitude.

- Receive and review building applications for required development documents and approvals; calculate and/or verify square footage; route and track drawings, maps, plans and applications; notify contractors and the citizen of permit status; calculate and collect proper fees and issue necessary permits. Works closely with the Code Compliance Division on Stop Work Orders and Substandard Structures.

- Receive and respond to questions, inquiries, and requests from the public on permits, inspections, zoning, and City Ordinances. Provide information to citizens and assist applicants in completing building permit applications, rezone applications and other associated forms; explain and provide information regarding codes, regulations, development, zoning and processes; refer callers to appropriate City staff for further assistance.

- Contact internal and external departments and agencies to obtain a variety of information resulting from permit issuance including information regarding City Ordinances, inspection requests and scheduling, plan review requests and submitting them to the proper department daily, follow-up data entry into Smart Gov program for all inspections and permit information and case notes.

- Process purchase orders and invoices; input accurate invoice data into electronic purchasing system for payment reconcile invoices with Finance Department's financial reports and vendor statements; requisition and receive purchase orders electronically for the Development Services Department.

- Type, proofread and word process a variety of documents and forms including general correspondence, reports, and memoranda from rough draft or verbal instruction; disseminate information as appropriate.

- Maintain accurate and up-to-date files and records for the building department; monitor various logs, accounts, and files for current and accurate information.

- Ability to assist the Code Compliance Administrative Assistant with any duties necessary.

- All other duties as assigned.

MINIMUM TRAINING/EXPERIENCE:	<ul style="list-style-type: none"> • High School diploma or GED; • Specialized training in business procedures or related field; and 2 years experience processing building permits, • Alternately, any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities. • Computer skills in excel, word, Adobe and other software or databases are required.
SALARY:	\$20.00 (Depending on Qualifications)
DEADLINE:	Open until filled

An application must be completed and may be obtained on the City’s website at www.cityoflamarque.org The City of La Marque is an Equal Opportunity Employer (EOE). Go to the “Employment” tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below or faxed to 409-935-0401.

City of La Marque
1111 Bayou Road
La Marque, Texas 77568

See Job Description attached

Title: Permit Specialist/Coordinator

Grade Level:

Department: Development Services

FLSA Statuses: Non-Exempt

Reports to: Development Services Director

Job Summary

Under general supervision, performs a variety of administrative assistant duties in support of the Development Services Director. This position oversees daily permit operations and permit techs, to ensure procedures and city processes are followed, this position will fill in when needed creating permits, scheduling inspections, preparing, and distributing monthly reports to the department director, prepares statistic reports, prepares deposits daily and reconciles with Finance department on bank deposits. Maintains records in data base to ensure compliance with city requirements. The ability to always remain professional and resolve conflicts with citizens and contractors.

Essential Job Duties

- Adhere to all City policies and procedures as outlined in the Employee Handbook, in particular:
 - Attendance Policy
 - All Safety Policies and Procedures
 - Appropriate business casual attire for office personnel and proper uniform attire for those departments that are so designated (Police, Fire, and Public Services Departments).
- Perform a variety of administrative and clerical functions for the Development Services Director including receiving and processing development documents and recording plats, reviews permit applications for completeness if needed, assist with department processes such as assigning addresses to undeveloped lots, answering phones, scheduling pre-development and other meetings, creates agendas and minutes for boards and commissions. Coordinates and trains permit techs on day-to-day operations.

Must be able to communicate with citizens and contractors daily about complaints or concerns and maintain a professional attitude.

- Receive and review building applications for required development documents and approvals; calculate and/or verify square footage; route and track drawings, maps, plans and applications; notify contractors and the citizen of permit status; calculate and collect proper fees and issue necessary permits. Works closely with the Code Compliance Division on Stop Work Orders and Substandard Structures.
- Receive and respond to questions, inquires, and requests from the public on permits, inspections, and City Ordinances. Provide information to citizens and assist applicants in completing building permit applications and associated forms; explain and provide information regarding codes, regulations, and processes; refer callers to appropriate City staff for further assistance.
- Contact internal and external departments and agencies to obtain a variety of information resulting from permit issuance including information regarding City Ordinances, inspection requests and scheduling, plan review requests and submitting them to the proper department daily, follow-up data entry into Smart Gov program for all inspections and permit information and case notes.
- Process purchase orders and invoices; input accurate invoice data into electronic purchasing system for payment reconcile invoices with Finance Department's financial reports and vendor statements; requisition and receive purchase orders electronically.
- Type, proofread and word process a variety of documents and forms including general correspondence, reports, and memoranda from rough draft or verbal instruction; disseminate information as appropriate.
- Maintain accurate and up-to-date files and records for the building department; monitor various logs, accounts, and files for current and accurate information.
- Must obtain Permit Specialist Certification within one year from ICC.
- All other duties as assigned.

Education, Training, and Experience

- High School diploma or GED;
- Specialized training in business procedures or related field; and
- 4-6 years experience as an Administrative Assistant/Secretary, at least two years experience working for a senior manager (work experience may be substituted for educational requirement); and experience in advanced MS Office skills required.
- Alternately, any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities

Emergency Operation Classification: TIER 2 [Employees not at work are responsible for maintaining contact with their supervisor regarding assignments, to stay abreast of the situation by monitoring radio and television for instructions, and by calling the Emergency Operations Center daily.](#)

Benefits for City of La Marque Employees

Medical Insurance (Blue Cross Blue Shield): City pays the full premium for the employee only. Dependent coverage is offered but is paid by the employee.

Dental/Vision/Life Insurance (MetLife): City pays the full premium for Dental Insurance for the employee only. Dependent Insurance is offered but is paid by the employee.

City offers Vision Insurance for employee & dependents but not paid by the City. Very low premium offered to the employees.

Life Insurance: \$50,000 Basic Life Insurance for an employee.

All insurance does not go in to effect for new hires until 30 days after their hire date and the first of the next month.

TMRS (Texas Municipal Retirement System): Each employee contributes 7% of salary per pay period into the TMRS retirement system. Once the employee is vested (5 years of service), the City matches it 2-1 by time of retirement. Eligibility for retirement is 20 years of service or reaches age 60 whichever comes earlier plus vested five years.

Vacation/Sick Leave: Each employee earns 6.7 hours of vacation per month and 8 hours of sick leave per month.

Holidays: Employees have 12 paid holidays a year.

New Year's Day

Martin Luther King Birthday

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

Longevity Pay: When an employee reaches 12 months of service with the City, the employee will start earning \$6.00 a month of longevity pay. The next November they will receive a paper check for the total accumulated. It adds up every year.

ICMA (457 Plan): This is similar to a 401K. A 457 Plan is a retirement savings plan and investment vehicle with tax advantages. This is a supplemental retirement plan offered to employees besides the TMRS plan.

Deer Oaks Employee Assistance Program: A free, confidential benefit offering short-term counseling, resources and referrals for employees and the employee's dependents.

Premier Pension Solutions (Section 125 Cafeteria Plan): This is a Health Care Flexible Spending Account (FSA) and /or Health Reimbursement Account (HRA) dollars can be used for a variety of out-of-pocket health care expenses that qualify as federal income tax deductions under Section 213(d) of the internal Revenue Code ("IRC