



PERMITS COORDINATOR III -OPTION B

Department: **Reports To:**
Division: **Location:**
FLSA Status: Non-Exempt **Classification:** Full-Time/Civil Service
Approved By: **Date of Approval:**
Pay Grade Level: 7

JOB SUMMARY

Responsible for the management and supervision in the acceptance of applications, receipt of applicable fees, processing, and issuance of Lafourche Parish coastal use permits and certificates of exemption by performing the following duties. Examines applications for permits and inspects construction/activity sites located within the Lafourche Parish Coastal Zone to ensure compliance with various Lafourche Parish Coastal Zone Management Program and other parish development ordinances and codes by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Manages the acceptance of applications and fees for coastal use permits, as required under the Lafourche Parish Coastal Zone Ordinance; reviews and ensures that all necessary information for proper handling is provided on the application. Advises applicants, either personally or through the actions of subordinate personnel
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations; issues written and oral instructions; assigns duties and examines work for accuracy and conformity with established policies and procedures
- Reviews applications for conformity with all applicable Lafourche Parish Coastal Use Permitting Program and all other development ordinances; determines the scope of work to be completed and the required schedule for compliance inspections, and advises applicant either in writing or by telephone of deficiencies and required actions to be taken by the applicant to effect compliance
- Notes instances of noncompliance on plans and applications and suggests modifications to bring plans into compliance
- Assists in the development and implementation of coastal restoration projects

- Provides regulatory information to citizens planning an activity which is regulated by Lafourche Parish Coastal Zone Management Program
- Approves and issues permits
- Obtains evidence and prepares and submits reports detailing items of noncompliance to permit holder for correction
- Completes or requisitions studies to improve or update development ordinances and codes
- Inspects all building/activity sites to ensure that on-going construction/activity is in compliance with the terms and conditions of the permit
- Interprets legal requirements and recommends compliance procedures to contractors, property owners, permit holders, and other applicable parties
- Testifies at hearings regarding permitting and compliance activities
- Provides the required inspection information to the CZM Administrator
- Ensures the completion of reports and maintenance of the comprehensive records of all permitting and licensing activities for use by administrative and judicial authorities
- Monitors all fees collected, properly accounts for receivables, and forwards monies collected and accompanying reports to the Finance Department
- Oversees the maintenance of the database of all parish permitting activities to ensure that files and records remain current and that the Parish maintains compliance with terms and conditions
- Receives and resolves complex and sensitive complaints/questions/concerns received from applicants for permits issued within the Division, state and federal agencies, contractors, property owners, elected officials, and departmental supervisors regarding permitting activities and compliance with the Lafourche Parish Coastal Zone ordinances
- Analyzes and organizes office operations and procedures such as preparation of payrolls, personnel, information management, filing systems, requisition of supplies, and other clerical services
- Maximizes office productivity through proficient use of appropriate software applications
- Researches and develops resources that create timely and efficient workflow

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Assists in the acquisition of rights-of-way and servitudes by analyzing property descriptions and excerpting property records, on an as-needed basis

- Routinely interprets the Lafourche Parish Flood Insurance Rate Maps
- Assists in the preparation of the annual budget
- Assists in the completion of annual audit by retrieving departmental documents
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

Supervises clerical employees in the Coastal Zone Management Office. Carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Associate degree or higher from college or university or a certificate of completion from a technical school; and five (5) years related experience

and/or training; or equivalent combination of education and training in the administration of public regulatory programs. Must possess the ability to exercise independent judgment within established systems and procedures. Extensive knowledge of Lafourche Parish, State, and Federal laws and regulations regarding coastal zone use and permitting.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, building plans and specifications and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must possess the capability to learn the technical and professional methods, practices, and procedures in the proper administration of a comprehensive parish regulatory program; must have knowledge of appropriate management and supervisory skills to supervise assigned personnel; and, basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software (Corel WordPerfect 7.0., Excel 7.0, Quattro Pro 8, and Lotus 123, preferred), business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.
- Must possess the ability to establish and maintain effective working relationships with developers, architects, engineers, and the general public; and work under stressful conditions and with frequent interruptions.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand, use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee must occasionally lift and/or move up to 15 pounds, stoop, climb, and

balance. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is normally moderate and occasionally noisy.