SENIOR PERMIT TECHNICIAN (Job Opening ID #514476)
(DEVELOPMENT SPECIALIST I)

Two full-time positions available with KCMO's City Planning & Development Department, Permits Division, 414 East 12th Street. Normal Workdays/Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. Performs intermediate and higher-level technical work in receiving, reviewing, and processing various application types. Serves as a primary liaison to residents, contractors, developers, and other interdepartmental staff members on the permitting process. Provides comprehensive guidance to applicants regarding the City's zoning codes, building codes, and other ordinances. Records permit information into permitting/land management software and other public records pertaining to all permit types. Prepares, maintains, organizes, and updates department files and records as well as search and compile information for staff, other agencies, and the general public. Reviews various types of residential plans and permits, zoning clearances for business license, writes zoning compliance letters, writes zoning determinations related to variance requests, writes various commercial and residential permits, conducts other similar review duties. Calculates and builds invoices for permits and construction related fees through online system. Initiates address assignments for properties. Performs other related duties as required. **REQUIRES** an accredited Bachelor's degree and 2 years of professional experience of a progressively responsible nature in economic or community development work, planning, building codes administration, engineering, architecture, neighborhood development programs or a related field; OR an accredited Master's degree in economics, sociology, multi-disciplinary social science or urban affairs, urban planning, public or business administration, engineering, architecture or a related field; OR an equivalent combination of qualifying education and experience. **Preference given to candidates with planning and zoning experience or have current ICC Permit Technician Certification.**

Salary Range: $19.34-$33.88/hour.

Application Deadline: February 14, 2022. Apply online at www.kcmo.gov/careers
EOE. The City of Kansas City, Missouri is an equal opportunity employer committed to a diverse workforce.