



MONTGOMERY COUNTY VIRGINIA EST. 1776

Permit Coordinator – Building Inspections Department

Montgomery County, Virginia

#800106-1

Montgomery County Building Inspections has an immediate career opportunity for Permit Coordinator. Under the supervision of the Building Official, the Permit Coordinator manages office responsibilities, assists with issuing permits for building and trades, land disturbance and stormwater applications and related technical support, administrative/technical support functions to assist the inspections/environmental services staff and similar administrative duties. Customary working hours 8:30 AM – 5:00 PM, M – F, with occasional overtime as workload dictates and possible overnight travel for training. Prior administrative skills such as word processing, spreadsheets, managing files and records required. Preferred experience includes administrative experience in building/construction trades and familiarity with USBC or similar ICC/VBCOA building codes.

Essential duties including but not limited to: assist citizens, contractors, tradesmen, engineers, architects in-person, by phone, or via e-mail in matters relating to permit processing; educate customers regarding necessary information and documents required for approval; receive, review and enter permit applications; assess scope of project and relevant permit application requirements, calculate fees/take payments; verify projects have all necessary approvals; log inspection requests, prepare files/maintain records, and assist building official in scheduling and coordinating inspection requests; research County land records database (for plats, deeds, easements, etc.). Also coordinate department staff meetings, perform clerical duties for the building official and environmental services staff, research and compile property inspection records in response to Freedom of Information Requests (FOIA) and more.

Salary \$42,817/yr+ DOE/DOQ with excellent benefits (paid health, dental and vision, life, disability, retirement, flex spending, wellness program, wellness clinic and more). Application deadline is **Tuesday, May 18, 2021**; interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr>. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender/orientation, national origin, disability or protected veteran status.

