

# Hood River County

## *Employment Opportunity*

### **JOB POSTING**

Hood River County Human Resources  
County Business Administration Building

601 State Street, Hood River, OR. 97031

Phone: (541) 386-3970 Fax: (541) 386-9392

An Equal Opportunity Employer

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November 28, 2016

Community Development

#### **JOB TITLE: Planning/Building Permit Technician**

Hood River is seeking a highly motivated, personable individual with good customer service, communication and computer skills. The preferred candidate will possess education or experience in local government, building regulations and land use planning. This position should provide the right candidate great promotional opportunities in building code services and compliance.

This is an entry level position involving extensive public contact, research, analysis and presentation of data relating to building and land use codes. Good communication and computer skills are a must. The office utilizes the Oregon ePermitting Program Accela and occasionally Geographic Information System (GIS).

Applicants should be dynamic, self-motivated and enthusiastic about becoming part of a team and assuming a key role in implementing exciting projects and engaging with the building community.

This position is scheduled at part time; 20 hours per week.

**HOURLY WAGE:** \$15.26 TO \$19.46/HOUR, with a generous employee benefit package, including payment of 6% PERS employee contribution.

**APPLICATIONS:** Applicants must complete a Hood River County application. Request job packet from Hood River County Human Resources, 601 State Street, Hood River, OR. 97031 Fax#(541) 386-9392. Application deadline, 4:00 p.m., December 15, 2016. Hood River County is an EOE.

**Hood River County  
Job Description**

**JOB TITLE: Planning/Building Permit Technician**

**SUMMARY:** Entry-level paraprofessional work. Involves extensive public contact, conducting research, analysis and presentation of data relating to building and land use planning codes; does related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Provide initial and primary point of contact for the department at the counter and by telephone. Respond to customer inquiries, requests for service and information. Ensure that applicants understand the permit process and all information required for a complete application or that they meet with a building inspector or planner for more detailed inquiries.

Receive, process, and review applications for building and land use permits. Apply applicable policies and procedures in determining completeness of application and in assessing fees.

Input, retrieve and update data and text information relating to permits and inspections.

Receive, record, investigate and maintain records of zoning and code enforcement requests.

Attend meetings related to departmental, County or professional functions and take minutes when necessary

Perform general clerical work; prepare a variety of statistical and narrative reports using personal computers.

Receive payments for fees, reconcile payments received with daily receipts and submit to the Finance Department.

Operate a variety of office equipment relevant to the position.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Department Office Manager.

**QUALIFICATION REQUIREMENTS:** 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 may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Six months of responsible customer service experience in local government related to building, land use planning or related field.

Equivalent to completion of the twelfth grade supplemented by course work and/or experience in typing, computer software, office practices, bookkeeping or a related field, supplemented by general college level course work.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from other employees and the general public.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**KNOWLEDGE OF:**

County procedures and processes related to the department function.

Basic terminology, practices and procedures used in building inspections and Oregon land use planning.

Principles and techniques of customer service.

English usage, spelling, grammar, punctuation and knowledge of modern office procedures and methods, including office automation and computer procedures and equipment.

Business letter writing and basic report preparation.

Principles and procedures of manual and automated record keeping.

General statistical procedures.

**OTHER SKILLS AND ABILITIES:** Learn, interpret, and apply department policies, procedures, codes, organization and operating procedures. Deal tactfully and courteously with the public in responding to technical questions and handling difficult customer complaints. Input, update and maintain computerized data. Perform general clerical work involving the use of independent judgment and initiative. Perform technical research for a variety of applications. Type and perform data entry at a speed necessary for successful job performance. Work independently in the absence of supervision. Operate a variety of office equipment. Display moderate to advanced skills in the operation of the Microsoft Office Suite of application programs and other windows based software programs. Understand and carry out oral and written directions.

Communicate clearly and concisely in English, both orally and in writing. Establish and maintain cooperative working relationships with those contacted in the course of the work. Read, understand and interpret legal survey descriptions.

Meet schedules and time lines.

Must possess a valid vehicle operator's license with good driving record.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may 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 stand, sit use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, and talk and hear. The employee frequently is required to walk. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Revised: 10/97

09/24/01

05/09/05

02/26/16



# Employment History

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

|   |                  |                    |     |   |
|---|------------------|--------------------|-----|---|
| #1 EMPLOYER   | TELEPHONE<br>( ) | DATES EMPLOYED     |     | SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES |
|   |                  | FROM               | TO  |   |
| ADDRESS   |                  |                    |     |   |
| JOB TITLE   |                  | HOURLY RATE/SALARY |     |   |
|   |                  | STARTING           |     |   |
| IMMEDIATE SUPERVISOR AND TITLE  |                  | \$                 | PER |   |
| REASON FOR LEAVING  |                  | HOURLY RATE/SALARY |     |   |
|   |                  | FINAL              |     |   |
| MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER |                  | \$                 | PER |   |
| #2 EMPLOYER   | TELEPHONE<br>( ) | DATES EMPLOYED     |     | SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES |
|   |                  | FROM               | TO  |   |
| ADDRESS   |                  |                    |     |   |
| JOB TITLE   |                  | HOURLY RATE/SALARY |     |   |
|   |                  | STARTING           |     |   |
| IMMEDIATE SUPERVISOR AND TITLE  |                  | \$                 | PER |   |
| REASON FOR LEAVING  |                  | HOURLY RATE/SALARY |     |   |
|   |                  | FINAL              |     |   |
| MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER |                  | \$                 | PER |   |
| #3 EMPLOYER   | TELEPHONE<br>( ) | DATES EMPLOYED     |     | SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES |
|   |                  | FROM               | TO  |   |
| ADDRESS   |                  |                    |     |   |
| JOB TITLE   |                  | HOURLY RATE/SALARY |     |   |
|   |                  | STARTING           |     |   |
| IMMEDIATE SUPERVISOR AND TITLE  |                  | \$                 | PER |   |
| REASON FOR LEAVING  |                  | HOURLY RATE/SALARY |     |   |
|   |                  | FINAL              |     |   |
| MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER |                  | \$                 | PER |   |
| #4 EMPLOYER   | TELEPHONE<br>( ) | DATES EMPLOYED     |     | SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES |
|   |                  | FROM               | TO  |   |
| ADDRESS   |                  |                    |     |   |
| JOB TITLE   |                  | HOURLY RATE/SALARY |     |   |
|   |                  | STARTING           |     |   |
| IMMEDIATE SUPERVISOR AND TITLE  |                  | \$                 | PER |   |
| REASON FOR LEAVING  |                  | HOURLY RATE/SALARY |     |   |
|   |                  | FINAL              |     |   |
| MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER |                  | \$                 | PER |   |

**Comments** INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT \_\_\_\_\_

**Skills and Qualifications** —Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

## Educational Background IF JOB RELATED

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major field of study. F. Minor field of study (if applicable).

| A. SCHOOL | B. NUMBER OF YEARS COMPLETED | C. DEGREE DIPLOMA | D. GPA CLASS RANK | E. MAJOR | F. MINOR |
|-----------|------------------------------|-------------------|-------------------|----------|----------|
|           |                              |                   |                   |          |          |
|           |                              |                   |                   |          |          |
|           |                              |                   |                   |          |          |

## References

List name and telephone number of three business/work references that are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references that are not related to you.

| NAME | TELEPHONE | YEARS KNOWN |
|------|-----------|-------------|
|      | ( )       |             |
|      | ( )       |             |
|      | ( )       |             |

## Additional Information

List professional, trade, business, or civic associations and any offices held.

EXCLUDE MEMBERSHIPS, WHICH WOULD REVEAL SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, COLOR, DISABILITY OR ANY OTHER SIMILARLY PROTECTED STATUS.

| ORGANIZATION | OFFICES HELD |
|--------------|--------------|
|              |              |
|              |              |
|              |              |
|              |              |

List special accomplishments, publications, awards, etc.

EXCLUDE INFORMATION, WHICH WOULD REVEAL SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, COLOR, DISABILITY OR ANY OTHER SIMILARLY PROTECTED STATUS.

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List any additional information you would like us to consider.

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I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of the application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, and educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# VOLUNTARY AFFIRMATIVE ACTION INFORMATION

## COMPLETION OF INFORMATION BELOW IS VOLUNTARY

In an effort to comply with requirement regarding government record keeping, reporting and other legal obligations, we have composed this form to be completed by the applicant on a voluntary basis. Providing the information requested on this form is voluntary. This information will have no effect on hiring decisions. You have the right to refuse to supply this information is Strictly Voluntary.

## THIS INFORMATION IS STRICTLY VOLUNTARY & KEPT CONFIDENTIAL

### General Information

Date: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Name: \_\_\_\_\_

Male

Female

Signature: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Handicapped Person - A person with a handicap who is capable of performing a particular job with reasonable accommodations for the person's handicap.

### Race and/or National Origin

#### Name of Category

#### Definition of Category

American Indian or Alaska Native

A person having origins in any of the original peoples of North America, and who maintains cultural identification through recognition or tribal affiliation.

Asian or Pacific Islander

A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent, or the Pacific Islands. For example, this area includes

Black, not of Hispanic Origin

A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rico, Cuban, Central or South American, or other Spanish cultures or origins.

Hispanic

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin.

White, not of Hispanic Origin

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

Other

A person included in another category

#### For Human Resource Only

Position(s) applied for:  Available

Not Available

Other positions considered for: \_\_\_\_\_

Hired?  Yes

No

Position hired for: \_\_\_\_\_

Hire Date: \_\_\_\_\_