



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Code Enforcement Officer II (Permits Specialist)
DEPARTMENT.....:	Planning & Zoning
DIVISION.....:	Regulatory
CLASSIFICATION/GRADE.....:	Code Enforcement Officer II/108
REVISED.....:	08/2021
REPORTS TO.....:	Assistant Director of Planning & Zoning
REVIEWED.....:	08/2021
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

This position requires constant public interaction while performing clerical support functions for the Permits Division of the Planning & Zoning Department. Primary functions require the performance of duties necessary in the processing of various permits, including taking and reviewing applications, collecting funds, and mailing permits. Secondary functions focus on serving as a relief to the Planner II.

BASIC FUNCTIONS:

1. Shall be Floodplain Administrator for Terrebonne Parish, responsible for updating and management of the Community Rating System and administration of the National Floodplain Insurance Program Regulations through the implementation of the Flood Prevention Ordinance.
2. Performs administrative duties as it relates to the acceptance and processing of permits.
3. Responsible for handling all monies collected for permits or any other deposits that occurs through the operation of the Planning & Zoning Department.
4. Assist with management of the regulatory division, which includes, but is not limited to: the receipt and issuance of building/parades/taxi cab permits, and the administering of all local codes and ordinances.
5. Acts as direct supervisor for all Permit Clerks.
6. Assist with compliance with Federal Emergency Management Act program requirements, including annual certifications, applications and ensure proper record keeping practices.
7. Communicate with utility companies.
8. Maintains updated statistical information regarding permits for the Public and access purposes.
9. Organize and maintain various files, records and responsible for management of incoming mail.

OTHER REQUIREMENTS:

1. Registered as a Certified Floodplain Manager (CFM) or the willingness and ability to become certified within 18 months.
2. Experience in computerized data management applications such as spreadsheets, databases, word processing, and shorthand and transcribing techniques aimed at effective output are emphasized.
3. Must maintain pleasant personality and work well with others, including supervisors, government officials, employees, and general public.
4. Must be trustworthy, courteous, and able to follow instructions with minimal supervision.
5. Must be flexible, able to work additional hours, and perform related work as assigned.

EDUCATION/EXPERIENCE:

1. High School Diploma or equivalent, plus two (2) years teller or office clerk/operation experience.
2. Demonstrated ability to utilize IBM PC or compatible computer systems and/or supplemental courses in secretarial, clerical and/or computer applications is desirable.
3. Accounting and/or bookkeeping skills, or any equivalent combination of training and experience.
4. Experience with My Government Online/My Permit Now systems is preferred.