



CITY OF
ST. AUGUSTINE[™]
 EST. 1565
**PERSONNEL
 MANUAL**

3.	Job Description
3.2	General Employees
3.2.87	Planning & Building Clerk

Job Position Planning & Building Clerk

Department Planning & Building

Division Planning

Job Description

This is administrative and professional work involving processing development proposals and permits, sign permits, surveys, and general planning tasks in the office and in the field. Conducts independent research and writes professional and accurate reports, as needed. Work requires interaction with the public. Work is performed under the general supervision of Deputy Director, Planning & Building.

Job Responsibilities

Reviews sign permits for compliance with City land development regulations and sign codes and issues and maintains sign file records.

Assists in the processing of development proposals through the permitting process.

Responds to zoning, land use, landscaping, and tree removal inquiries and lien searches from residents and developers.

Assists Administrative Coordinator with maintaining, tracking, and modifying department inventory, including fixed assets.

Responsible for conducting annual building condition assessment survey of all properties in the City for compliance with the Comprehensive Plan.

Coordinates with Planner I for business license accuracy and issuance.

Assists in maintaining and updating files as necessary. Assembles and summarizes information from files and documents in the office or other available sources as assigned.

Assist the Department with public records requests and records management duties per directive of Florida Statutes and in cooperation with City Clerk’s office.

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Job Responsibilities (continued)

Responsible for creating various citizen board packets, including, but not limited to, identifying and notifying residents of public hearings, maintaining notification receipts and records, and providing administrative support including researching legal title and addresses for property owner notices.

Delivers mail, agendas, and other items to City Commissioners and other City Board members on a weekly basis and as needed at the request of the City Manager and/or the City Clerk's office.

Supports the front counter staff of the department.

Performs other duties as assigned.

Education, Training and Experience

High school diploma required, additional college course work or degree in planning or related field, preferred. Three years of experience in planning, permitting, construction, or a related field, preferred. Public sector experience preferred. Must be proficient in use of personal computers and related computer software programs.

Driver's License Requirement: Valid Florida Driver's License Classification: E .

Physical Demands

The physical demands representative of those that must be met to perform the essential functions of this job. This position is mostly sedentary, but does require standing, walking, bending, and kneeling occasionally and frequent use of hands to operate computer including keyboard and mouse and perform filing duties. The employee is regularly required to communicate and exchange information courteously, effectively, and promptly with the public, developers, contractors, and City staff. This position requires the ability to occasionally lift and move files and office supplies up to 20 pounds.

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