



Permit Systems Specialist

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn as a **Permit Systems Specialist** during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An Annual minimum Salary of \$57,158.00 starting..**

If our **Permit Systems Specialist** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



JOB TITLE:	Permit Systems Specialist	GRADE:	11
DEPARTMENT:	Division of Permits and Inspections	FLSA STATUS:	Non-Exempt
REPORTS TO:	Chief of Permitting		

GENERAL DEFINITION OF WORK:

Performs professional and technical work, under the direction of the Chief of Permitting to assists with the daily management and performance of the permitting software for Accela, ePlanSoft and Citizen Access. Assists with the management of permit reviews and approvals. Acts on behalf of the Chief of Permitting in the Chief's absence. This position requires a high level of professionalism, computer knowledge, customer service and administrative experience.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Assists the Chief of Permitting with the management and performance of the permitting software to include ePlanSoft, Accela Automation and Citizen Access to ensure permits are routed for review in a timely manner.
2. Monitors the permitting software on a daily basis to ensure electronic documents are received and uploaded appropriately to permits.
3. Monitors notifications received on document uploads and attaches to the appropriate permit.
4. Manages electronic permit revisions submitted through ePlanSoft to ensure the permit is routed back for review to all applicable agencies.
5. Assists and provides training to the public on matters pertaining to online permit submittals.
6. Performs extensive follow-up between permitting and outside agencies to ensure project reviews are completed in a timely manner.
7. Assist the public on matters pertaining to proposed and current projects.
8. Coordinates with other County, State and Federal agencies regarding permitting matters.
9. Serves as the Clerk to Animal Control, Electrical and Plumbing/HVAC Boards and attends monthly meetings and provides administrative support as needed.
10. Prepares documents and transcripts for submittal to the County Attorney on cases that have been appealed to Circuit Court.
11. Provides administrative assistance to the Chief of Permitting as needed.
12. Acts on behalf of the Chief of Permitting in the Chief's absence and uses initiative and judgement to see that permitting matters requiring immediate attention are handled in a manner as to minimize the effect of the Chief's absence.
13. Maintains and releases driveway/utility bonds and checks

14. Meets weekly with the Chief of Permitting regarding matters pertaining to software and permitting and provides a report on the status of open projects under review.
15. Performs other duties as directed by the Chief of Permitting.
16. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of permitting, zoning and land development processes, ordinances, regulations, and codes.
2. Thorough knowledge of the operations of the Division of Permits and Inspections.
3. General knowledge of basic research techniques and report writing.
4. Excellent record keeping ability and time management skills.
5. Ability to communicate effectively in a consistent professional manner.
6. Ability to establish and maintain a professional working relationship with employees and the public.

EDUCATION AND EXPERIENCE:

1. Extensive knowledge and experience with computer operating systems and software integration.
2. Five years of experience in customer service.
3. Experience with working and coordinating with government agencies.
4. Three years of experience in time management and customer follow-up.
5. One year of experience in the building and/or construction field.
6. High School Diploma or equivalent.
7. Two years of college relating to business, computer science and network administration preferred.

PHYSICAL REQUIREMENTS:

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS:

Ability to obtain and maintain a valid driver's license.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/internal-jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

Thursday, July 17th, 2024 @ 4:00 PM