**License and Permit Technician**

Dept/Div: *Administration* FLSA Status: *Non-Exempt*

**General Definition of Work**

Performs the processing, coordination and approval of various permits and licenses required by the City of Cannon Falls. Additional duties require communication and coordination with citizens, businesses, commissioners, elected officials, staff and consultants. Work is performed under the limited supervision of the City Administrator.

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function 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.*

**Essential Functions**

Approve zoning permits and process building permits in coordination with the designated Building Official; respond to building permit inquiries from residents and contractors; assist with zoning inquiries.

Prepare and issue liquor, massage, excavating, refuse hauling, mobile food unit, and tobacco licenses; assign and process sign, chicken, excavation and fence permits; assign and process business, sign, peddler and fireworks licenses.

Support the Planning Commission through preparation of the agenda packet, facilitate the meeting with the Commission Chair, and attend Council Meeting when items require Council approval. Prepare and submit various reports as required.

Address complaints related to zoning and code compliance issues.

Answer phones and transfer calls to appropriate staff member; responds to inquire over the phone and in person; greets

customers in person.

Assist with mail on a daily basis; copy, fax, file and sort data using word processing and spreadsheet software; work with

GIS mapping system.

Prepare and issue public notices for Planning Department; file notices with the county.

Regularly collect appropriate permit and license fees, occasionally collect water/sewer utility payments; prepare receipts when required; send out accounts receivable invoices and maintain record of payments received for license and permit fees.

Assist City Administrator as required.

Other duties of general government administration as assigned.

**Knowledge, Skills and Abilities**

The position will develop thorough knowledge of the City's policies, procedures and ordinances; thorough knowledge of state liquor regulations; general knowledge of building and zoning regulations; permits and reports; thorough knowledge of County GIS mapping system; thorough knowledge of standard office equipment; ability to make arithmetic computations and calculate rates, ratios and percentages; knowledge of standard and specialized software applications; ability to establish and maintain effective working relationships with co-workers, supervisors and members of the public.

**Education and Experience**

High school diploma or GED and minimal experience in related field, public sector experience desired; Associate Degree in Planning, Public Administration or related field; or equivalent combination of education and experience.

**Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and

using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, reaching

with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is

required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at

normal spoken word levels; work requires preparing and analyzing written or computer data and observing general

surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately

noisy location (e.g. business office, light traffic).

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