

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Permit Supervisor

CLASS CODE: 1673

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification perform supervisory, permit-review and office oversight functions.

DISTINGUISHING CHARACTERISTICS:

This is an advanced level clerical classification in the General Administrative Series - Adjunct Group job family within the City of St. Louis. Incumbents in this classification perform routine to moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for supervision of the permit process.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions;

Signing performance plans and appraisals;

Resolving informal grievances or formal grievances at the first step; and

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Supervises the operations of the permit section; reviews permits and requirements.

Communicates and/or corresponds with permit applicants; provides information on permit requirements/procedures.

Prepares a variety of reports, records, documents, statistical reports, and correspondence.

Supervises subordinate staff in the issuance of permits, collection of fees, maintenance of records; develops standards of performance; instructs new employees in policy and procedures to improve permit processing.

Oversees functioning of the office; sets priorities for achieving goals and maintaining office procedures and policies.

Resolves conflicts and complaints.

Drafts and types a wide variety of reports, letters, memoranda, forms, "findings of facts", and other documents; proofs correspondence.

Compiles and organizes information for preparation of statistical and programmatic reports, correspondence, agendas, and other purposes.

Assists in the administration of programs; monitors programs for compliance.

Maintains and files records.

Responsible for monitoring and maintaining accounts; orders office supplies and equipment; communicates with vendors on payments.

May represent the manager at meetings; serves as a liaison to other city departments.

Carries out special assignments as directed.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer, calculator, typewriter, copy and fax machines, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as travel requests, reports, forms, policies, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division; calculate decimals and percentages; perform basic algebra and descriptive statistics.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work.

Tasks may involve extended periods of visual concentration at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of colors, shapes, and sounds associated with job-related objects, materials and tasks.

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