

**BOARD OF SUPERVISORS  
COUNTY OF MADISON  
PROPOSED SUPPLEMENTAL APPROPRIATION**

DATE: 10/11/22

**FY2023**

Type of Supplement
Interdepartmental transfer (same fund)
Interfund transfer
Revenue/Expense offset
Use of contingency
Other use of fund balance not in original budget

PURPOSE:

Madison County Building Official - Building Permit Technician Position Funding Request

GI Account Reference	Account Type	Fund Name	Department	Object Code/Source	Debit	Credit
10-03-34-34100-1426	Exp		Building Official	Building Permit Technician	27,000.00	
10-03-34-34100-2100	Exp		Building Official	FICA	1,800.00	
10-03-34-34100-2310	Exp		Building Official	Health Insurance	6,300.00	
10-03-34-34100-2212	Exp		Building Official	VRS - Hybrid	2,300.00	
10-03-34-34100-2400	Exp		Building Official	Group Life Insurance	300.00	
10-03-34-34100-2220	Exp		Building Official	VRS - Health Insurance Credit	100.00	
10-03-34-34100-2216	Exp		Building Official	Virginia Local Disability Program	200.00	
10-09-91-91100-9200	Exp		Nondepartmental	Contingency - General Operations	-	38,000.00

**38,000.00**      **38,000.00**

**38,000.00**

**Amount for Board to vote on**

Note: A debit charged to a budgeted expense line increases the appropriated expense; a credit charged to a budgeted expense line item decreases the appropriated expense. A credit charged to a budgeted revenue line item increases the anticipated revenue available.

Upon approval by the Board of Supervisors, the County Administrator shall forward a signed copy of the proposed supplement appropriation to the County Finance Director.

Jonathon R. Weakley, County Administrator

10/12/22  
Date

FY2023 Proposed Supplemental Appropriation#03\_10112022

# Building Permit Technician

18.

Dept/Div: Building & Code Enforcement/N/A

FLSA Status: *Non-Exempt*  
Pay Scale: 11

## General Definition of Work

Performs intermediate technical and skilled administrative support work processing permit applications, providing customer service, scheduling inspections and related work as apparent or assigned. Work is performed under the moderate supervision of the Building Official.

## 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 an individual with disabilities to perform the essential functions.*

## Essential Functions

Receives new applications; assigns applications into permits via the processing system after verifying accuracy of required information; including property ownership, responsible contractor, and all appropriate or additional forms are acquired to accompany application if needed.

Assists the public in completing and submitting applications; answers a variety of questions regarding the application process; including directing to Zoning and Health Department as needed. Able to answer USBC code related questions and/or direct to whom or where they are able to locate the answer.

Answers telephones; receives and responds to in-person and electronic inquiries via voice or email; schedules inspections.

Assists in routing scheduled inspections as needed; maintains completed inspections records i.e., inspection tickets and cards. Assist inspectors with information pertaining to particular jobs in question.

Prepares and maintains permits, files, plans, and related documentation. Provides report preparation for the number of inspections and permits issued on a monthly basis. Provide a list of completed permits to the Commissioner of Revenues Office each month. Provide scans of permits issued to FOIA requesters.

Stocks forms, office supplies, and necessary equipment for daily task requirements; maintains accessibility to the public. Perform a variety of general clerical, typing, and filing tasks.

## Education and Experience

High school diploma or GED, moderate experience required in clerical or office assistance work, three years of experience and general knowledge in at least one of the following areas: building construction conceptual and administrative processes; building, fire or housing inspections; plumbing, electrical or mechanical trades; or fire protection, elevator or property maintenance work (per VUSBC Section 105.2.1) required, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 20 pounds of force; work frequently sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Obtain Virginia Commonwealth Department of Community Housing & Development Permit Technician certification within eighteen months of hire.

Valid driver's license within the Commonwealth of Virginia.

Last Revised: September 9, 2019



# MADISON COUNTY BOARD OF SUPERVISORS AGENDA

Meeting Date: 10/11/22  
Item Number: 6

**Subject:** Building Permit Technician – Position Funding Request

**Background:** The County Administrator has reviewed staffing levels and workload of the Building and Zoning Department to determine if staffing levels are adequate.

**Summary of Information:** Currently, the Building and Zoning Department is staffed at 5 full-time positions. In recent years, the department was staffed at 6 full-time positions. Due to the increase in zoning applications, building permits, and implementation of new software programs within the department, staff strongly believes that a building permit technician position is warranted. The position would provide redundancy during high volume of building permits entry, improve record keeping, and filling. Most importantly, adequate staffing enhances our customer service for the citizens of Madison County.

The funding of the position would need to be covered by the contingency fund. The budgeted FY23 contingency fund amount is \$297,019. Currently we have not expended any of the contingency fund, therefore there is adequate funding for this request. The job description has been included in the packet. The annual cost of the position including fringe benefits is \$57,000. We only need 8 months of funding in the FY23 budget. The funding request is \$38,000 which includes salary and fringe benefits.

**Recommended Action:** Staff recommends the board approve the position and the contingency fund request in the amount of \$38,000.

**Attachments:**       **Yes**                       **No**  
                                    • Job Description  
                                    • Salary Breakdown

**Legal Review:**       **Complete**               **Pending**               **N/A**