

## YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

### **PERMIT TECHNICIAN I/II**

**Department:** Administration      **Reports To:** Administrative Services Manager      **Salary Range I:** 67  
**FLSA Status:** Non-Exempt      **Represented:** Covered Under MOU      **Salary Range II:** 84

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#### **DESCRIPTION**

Under immediate supervision, Permit Technician I, general supervision Permit Technician II, performs a variety of technical and administrative duties in support of the District's air quality permitting program. This position is responsible for processing permit applications, maintaining records for permitted sources, preparing and issuing invoices, tracking payments, and performing collections activities in accordance with District policies. Work requires accuracy, attention to detail, and adherence to applicable air quality regulations, administrative procedures, and financial guidelines.

#### **CLASS CHARACTERISTICS**

**Permit Technician I** is the entry and training class of the series. Incumbents work under immediate supervision while performing the less complex office and paraprofessional technical work and routine assignments that become increasingly complex over time and require less supervision as additional skills and abilities are acquired.

**Permit Technician II** is the fully experienced journey-level class of the series, which requires performing more difficult tasks and a working knowledge of District rules, regulations, and procedures; focus on air quality permitting, regulatory recordkeeping, and fee administration. This classification requires the ability to interpret and apply air quality rules, fee schedules, and administrative procedures with a high degree of accuracy.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Receive, review, prioritize, and process incoming documents in accordance with District procedures.
- Review, process, and track applications for new and modified air quality permits.
- Review applications for administrative and limited technical completeness; work with applicants to ensure all required information is provided.
- Maintain accurate records of permitted sources, ensuring files and databases are up-to-date.
- Prepare and issue permit documents, renewal notices, and related correspondence.
- Calculate fees in accordance with District fee schedules and regulatory requirements.
- Prepare and issue invoices for permitted sources; monitor accounts receivable and track payment status.
- Conduct follow-up activities for unpaid invoices, including issuing reminder notices and coordinating with the Administrative Services Manager on collections procedures.
- Respond to inquiries from the public, businesses, and regulatory agencies regarding permitting requirements, application status, and fee schedules.
- Coordinate with engineering and compliance staff to ensure accurate and timely processing of permits.
- Prepare standard reports related to permitting activities, invoicing, and collections.
- Assist with audits, reconciliations, and record-keeping related to the permitting program.
- Respond to inquiries regarding program procedures, form requirements, and related policies.
- Review, verify, and enter data for assigned programs.
- Assist in receiving and tracking Public Records Act requests; assist in locating records and providing public information.

- Scan, verify, and index documents according to procedures; ensure accuracy and purge records according to the District's Retention Schedule.
- Provide front desk coverage and other administrative support as required.
- Maintain positive working relationships with District staff, other agencies, and the public.
- Represent the District at meetings, committees, or public events as assigned.
- Perform other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- District policies, procedures, and applicable state and federal air quality regulations.
- Administrative and clerical procedures, including records management and filing systems.
- Basic principles of air quality permitting and regulatory compliance.
- Office software applications, including word processing, spreadsheets, and databases.
- Basic accounting practices related to invoicing, accounts receivable, and collections.
- Basic program coordination and management practices.
- Mathematics and accurate computation methods.
- Work scheduling and organizational techniques.
- Standard safety practices and occupational hazards.
- Data collection, recordkeeping, and report preparation methods.
- Effective communication and customer service techniques.

### **Ability to:**

- Interpret and apply District policies, procedures, and air quality regulations.
- Work independently and collaboratively, managing multiple tasks and deadlines.
- Understand District operations, divisions, and relationships with external agencies.
- Respond effectively to public inquiries.
- Accurately read, interpret, and record data.
- Organize and prioritize work efficiently.
- Make sound, informed decisions within established guidelines.
- Accurately review, process, and track permitting documents and invoices.
- Maintain detailed and organized records in both electronic and physical formats.
- Work independently and prioritize multiple tasks with attention to deadlines.
- Communicate effectively, both verbally and in writing, with diverse audiences.
- Handle sensitive or confidential information with discretion.
- Analyze problems and develop appropriate solutions.
- Follow written and verbal instructions.
- Follow safety procedures and work safely.
- Collect, review, and compile information accurately.

## **EDUCATION AND EXPERIENCE**

**Permit Technician I:** A Bachelor's Degree in Accounting, Business Administration or related fields or a high school diploma or GED and four (4) years of progressively responsible experience in tasks such as data entry, data management, and report preparation, preferably in an administrative, fiscal, or permitting environment. Equivalent

combinations of education, training, and/or experience that provide the required knowledge, skills, and abilities may also qualify.

**Permit Technician II:** In addition to meeting the qualifications for Permit Technician I, this level requires at least two (2) years of experience equivalent to a Permit Technician I position. Experience must include advanced technical duties in permit processing, recordkeeping and managing permits in a governmental or environmental agency.

#### **WORKING CONDITIONS**

- Primarily office environment with standard equipment and software.
- May require occasional travel to attend meetings, trainings, or perform field visits for administrative purposes.

#### **SPECIAL REQUIREMENTS:**

This position requires possession of, or the ability to obtain and maintain, a valid California Class C driver's license.