



City of Raytown
10000 East 59th Street
Raytown, MO 64133-3993
Phone: 816-737-6078 Fax: 816-737-6097

Position Announcement

PERMIT TECHNICIAN

Department: Community Development Posted: August 17, 2026
Grade/Status: Non-Exempt Salary: Depending on Experience

Job Description: To assist in providing responsible administrative and technical support to the daily operations of the Community Development department's rental regulations program; to process permit applications and issue permits; to perform a wide variety of clerical duties; to type, file, assign cases, enter data, distribute a variety of documents; to use GIS mapping system; to respond to requests for information and materials from staff, contractors, developers and the general public in person and on the telephone.

Required Knowledge, Skills, and Abilities:

- Operations, services, and activities of assigned department.
- Some knowledge of construction drawings and blueprint reading.
- Knowledge and understanding of principles relating to zoning, development, and land use regulation.
- Working knowledge of ARCGIS Desktop and ARC Catalog preferred.
- Principles and procedures of record keeping.
- English usage, spelling, grammar and punctuation.
- Modern office procedures, methods, and computer equipment.
- Principles of business letter writing and report preparation.
- Pertinent Federal, State and local laws, codes and regulations.
- Principles and procedures of filing and inventory control.
- Principles and procedures of maintaining schedules and calendars.

Ability to:

- Perform clerical work, including maintaining appropriate records and compiling information for reports.
- Interpret and apply departmental policies and procedures.
- Understand the organization and operations of the City and of outside agencies as necessary to fulfill assigned responsibilities.
- Effectively manage multiple tasks and assignments.
- Collaborate effectively with others on projects and tasks.
- Work independently without supervision.
- Prepare a variety of documents and correspondence.
- Communicate clearly and concisely, both orally and in writing.
- Ability to demonstrate and maintain a high level of professionalism.
- Ability to maintain composure during stressful situations.



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- Follow all safety rules and regulations of the department to which assigned.
- Type at a speed necessary for successful job performance.
- Interpret and explain department policies and procedures.
- Identify and respond to issues, concerns, and needs.
- Maintain effective audio-visual discrimination and perception.
 - *making observations*
 - *reading and writing*
 - *mathematical calculations*
 - *operating assigned equipment*
 - *communicating with others.*

Maintain mental capacity which permits:

- *making sound decisions and using good judgment*
- *demonstrating intellectual capabilities*
- *working cooperatively with others*
- *communicating clearly.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *sitting for extended periods of time*
- *lifting, pushing, pulling items up to 25 pounds*
- *operating assigned equipment including computer equipment.*

Special Requirements:

Experience and Training Guidelines

Any combination of experience that would likely provide the required knowledge is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

A minimum of two years of increasingly responsible, public contact work experience, in a clerical or administrative setting. Work experience relating to land use regulations, the building and development process, real estate, construction or codes preferred.

Training:

Combination of education and experience that meets the job qualifications and allows for performance of essential job functions.

License or Certification

Possession of an appropriate, valid driver's license.

ICC Permit Technician certification preferred.

ADA Requirements:

Physical Requirements: Maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity;



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adequate eyesight, hearing, and speech required; may be necessary to operate assigned vehicle.

Working Conditions: This position requires availability for emergency response during evenings, weekends, and holidays. Work is performed in both office and field environments, sometimes under adverse weather and hazardous conditions. The Director may be required to serve on-call during emergency incidents and large-scale city events.

Schedule:	Varies
Benefits:	Full-time employees are eligible for the City benefit package.
Application Process:	Complete employment application. Obtain and return to: Raytown City Hall, 10000 E. 59th St., Raytown, MO 64133, Attention: HR.
Closing Date:	Open until filled

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation(s), if needed, may be made to empower individuals with disabilities to undertake the essential functions of the position, in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.