

**INDIANA COUNTY**  
**Permitting & Facilities Coordinator**

Indiana County has an immediate opening for Permitting & Facilities Coordinator. The rate is \$22.79 per hour.

- Coordinates the building construction application approval process, issuance of permits, plan submittals, plan processing, and fee assessment and payment processing.
- Review building permit applications for completeness in order for the plan review process to be done.
- Provides necessary documentation of permit approvals and disapprovals for communication to the applicants.
- Creates municipal review for each permit application received and sends to the municipality. Makes sure that the municipality signs off on all permits before issuing them and there are no issues that need resolved.
- Prepares monthly reports for the municipalities that have permits applied for, permits issued or certificates issued. Prepares monthly reports for the tax office with a list of permits applied for, permits issued and certificates issued. Completes the US Census report for new single-family dwellings permits issued on a monthly basis. Completes quarterly reports to DCED and pays the state fee if applicable for each municipality.
- Helps with processing Board of Appeals Applications, scheduling the
  - meetings/hearings. Prepares the sunshine notice that is to be published
  - in the local newspaper. Attends the Board of Appeals meetings/hearings
  - when necessary.
- Processes exemption forms, by sending a municipal review to the
  - municipality to get their approval and has the building code official sign off
  - on them once the municipal approval has been received. Keeps track of
  - the approved exemptions and sends a copy of the exemption
  - spreadsheet to the tax office at the beginning of the next year for the previous year.

Interested candidates should send a resume and cover letter to the address below

Melissa Miller  
HR Director  
825 Philadelphia Street  
Indiana, PA 15701  
Or email to [mmiller@indianacountypa.gov](mailto:mmiller@indianacountypa.gov)