



EMPLOYMENT OPPORTUNITY

Job Title: Permits Specialist, PART-TIME
Hiring Range: Grade 17, hiring rate \$20.00 per hour
Status: Part-Time, non-exempt position, flexible schedule of 15-24 hours per week
Application Deadline: Wednesday, May 20, 2026 by 4:00 pm

General Statement of Duties

Performs specialized administrative and record-keeping work on a part-time basis to support the building permit process and building inspections function for the Town. The schedule is flexible and will be determined based on the both the availability of the successful applicant as well as the needs of the department.

Distinguishing Features of the Class

Employees in this class provide a variety of responsible administrative and record-keeping duties in support of the building inspections and permitting process for the Town. Employees provide information to developers, contractors, and homeowners regarding the building permit process, receive building permit applications, route applications, accept applicable fees, issue approved permits, schedule inspections, and track permits. Work also includes greeting the public, explaining requirements, establishing electronic and hard copy records, handling complaints, preparation of reports, and other administrative duties. The work involves considerable public contact, and requires tact, courtesy, firmness, and the ability to communicate technical information to non-technical individuals. Work requires working knowledge of regulations and codes and considerable knowledge of building permit procedures. Work is performed under the supervision of the Senior Code Enforcement Officer and is evaluated through observation, conferences, quality of the work completed and feedback from the public.

Duties and Responsibilities

Essential Duties and Tasks

- Answers telephone and greets visitors; gathers and provides information based on knowledge of programs and procedures; uses tact and discretion to deal with difficult and angry customers.
- Provides assistance to the public for obtaining building, zoning, and trade permits; interviews customers to determine what type of permit or license is needed; provides appropriate applications and addenda, compiles necessary information to complete permit, verifies contractor's licenses are current and appropriate for the work to be done; ensures necessary development reviews, health department permits, etc., have been obtained.
- Issues building permits upon approval of applications; collects applicable fees, provides receipts, and compiles transactions reports; prepares and makes bank deposits; prepares and sends contractor bills; schedules building inspections and re-inspections; types associated correspondence.
- Assists developers, builders, contractors, and the general public with various development services including zoning information, CAMA and FEMA regulatory compliance information, various permit applications, contractor billing, communications with utility service providers, etc.
- Compiles forms, permits, notices, licenses, or form letters with designated or routine information; records data from approved building permit applications for the issuance of permits, receipts, and control numbers.
- Maintains record of permits issued; enters permits, inspections and re-inspections information into computer and creates and maintains hard copy files with applications, inspection reports, etc. and retrieves filed materials based on knowledge of departmental activities.
- Performs a variety of administrative support for the department; maintains records and maps for flood information, sewer connections, inspections, and monitors expenditures.
- Performs other related administrative duties as required.

Physical Requirements

Must be able to physically perform the basic life operational support functions of stooping, standing, reaching, pushing, pulling, lifting, talking, hearing, and repetitive motions. Must be able to perform sedentary work exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Must possess the visual acuity to compile and compute data and statistics, operate a computer terminal, read extensively and proofread materials.

Desirable Education and Experience

Graduation from high school supplemented by business coursework and experience in administrative support work involving customer contact, preferably in the building trades or construction industries or an equivalent amount of education and experience.

How to Apply:

Please submit a completed Town of Oak Island employment application, which can be found on the Town's website, www.oakislandnc.gov, on the "Jobs" page. Applications may be emailed, mailed, or delivered to Town Hall (see below).

Where to Apply:

Town of Oak Island
Attn: Human Resources
4601 E. Oak Island Drive
Oak Island, NC 28465
Telephone: (910) 201-8014
Email: HR@oakislandnc.gov