

# Job description

## JOB OVERVIEW

JOB TITLE	SHIP Administrator
DEPARTMENT	Liberty County Building Department
LOCATION	10818 NW SR 20 – Liberty County Courthouse
REPORTS TO	Liberty County Board of County Commissioners

## GENERAL JOB DESCRIPTION

The purpose of this position is to perform a combination of technical, administrative, and customer service work in support of Liberty County's Building and Housing Programs. The Permit Technician / SHIP Administrator is responsible for processing and issuing building permits, maintaining contractor records, administering housing assistance programs, ensuring compliance with applicable local and state regulations, and aiding clients, contractors, and inspectors in a professional and courteous manner.

## DUTIES & RESPONSIBILITIES

- Serve as the first point of contact for SHIP, HHRP, and Building Department clients, contractors, and the public.
- Process building permit applications and contractor registrations.
- Issue building permits and certificates of occupancy for approved projects.
- Record and maintain permit information in the permitting software database.
- Verify contractor licenses, insurance, and registration status.
- Maintain accurate records, reports, and daily logs for permits, inspections, and related activities.
- Coordinate with inspectors, contractors, and other departments to resolve permitting or project issues.
- Assist in preparing monthly and annual reports for Building and Housing programs.
- Administer and manage the planning, development, and implementation of SHIP housing assistance programs.
- Conduct intake screenings, determine eligibility, and calculate household income and assets.
- Conduct or assist with home inspections for housing rehabilitation programs.
- Prepare work write-ups, bid packages, and contractor files.
- Review, process, and maintain client case files to ensure accuracy and compliance.
- Prepare and submit required quarterly and annual SHIP reports; assist with updates to the Local Housing Assistance Plan (LHAP).
- Ensure compliance with all applicable state, federal, and local rules and regulations.
- Attend monthly Board meetings and provide program updates when requested.
- Provide courteous and professional assistance via phone, email, and in-person communication.
- Maintain organized office files and compose correspondence and notifications as needed.
- Perform related work as assigned.

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.*

## EDUCATION & TRAINING

- High school diploma or GED required.
- Three (3) years of experience in building permitting, housing assistance, or related program administration; or any equivalent combination of education, training, and experience.
- Valid Florida Driver's License.
- Must pass background check, drug screening, and pre-employment physical.
- Knowledge of state and local rules, regulations, ordinances, and other standards applicable to permitting and SHIP administration.

## SKILLS & ABILITIES

- Customer service principles and techniques.
- Strong communication skills (written, oral, and interpersonal).
- Federal, state, and local regulations regarding permitting and affordable housing programs.
- Ability to relate to people with courtesy and tact in public and sometimes confrontational settings.
- Ability to establish and maintain effective working relationships with staff, officials, boards, contractors, and the public.
- Ability to perform effectively under deadlines or in response to emergencies.
- Sound judgment and discretion in decision-making.
- Ability to perform tasks independently with minimal supervision.
- Maintain confidentiality of information.
- Proficient with modern office methods, equipment, and computer software including Microsoft Word, Excel, PowerPoint, and permitting systems.

## WORKING CONDITIONS

WORK ENVIRONMENT	Tasks are performed in a common office environment with the exception of Client Home inspections
HOURS / SHIFTS	8 hr. a day Monday – Friday, except for client emergencies, speaking with inspector, contractors, vendors etc.
BENEFITS	Comprehensive benefits package that includes health, dental, vision, retirement, paid time off etc., as well as an annual bonus to its employees.
EMPLOYEE SIGNATURE	

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*