



City of Ankeny Iowa PT - Permit Technician I

SALARY	\$26.26 - \$35.25 Hourly	LOCATION	1210 NW Prairie Ridge Dr, Ankeny
JOB TYPE	Part Time-20 hrs/wk	JOB NUMBER	00692
DEPARTMENT	Community Development	DIVISION	Building and Zoning
OPENING DATE	02/12/2026	CLOSING DATE	3/5/2026 11:00 PM Central

Function

The City of Ankeny is accepting applications for a part-time Permit Technician I in the Community Development Department. This position performs a wide variety of responsible clerical duties in support of functions and programs within the permitting and inspection activities of the building division.

Starting pay: \$26.26 - \$30.40 per hour, depending on relevant experience.

Work schedule: Monday - Friday, 8:00 am - 12:00 pm (20 hours per week)

This position is on-site in Ankeny, IA (no remote work is available)

Deadline for applying is Thursday, March 5, 2026. Please apply online at www.AnkenyIowa.gov/jobs. Interested candidates must complete an application online and attach a current resume and cover letter. *Pre-employment drug screen and background check required.*

Principal Duties and Responsibilities

- Receives and performs data entry for a large variety of permit applications and reviews for accuracy and completion.
- Reviews and interprets applicable codes for the approval of permit applications acceptance.
- Assists with plan check of minor plans such as fences, decks, sheds, garages and swimming pools.
- Reviews and issues permits for electrical, mechanical and plumbing trades.
- Assists the public in understanding Division processes and procedures.
- Performs electronic archival of division hard-copy files.
- Schedules a wide variety of inspections for multiple building division staff.
- Figures square footage, calculates fees, and issues permits upon approval.
- Reviews case files for final completion and issues Certificates of Occupancy
- Assists the general public in answering inquiries, listening to complaints, or referring to appropriate personnel inquiries pertaining to zoning and building.
- Researches and follows up with State of Iowa and Workforce Development databases to ensure contractors are licensed and registered.
- Receives incoming phone calls and emails, takes messages, responds to inquiries, or forwards to appropriate personnel.
- Receives incoming phone calls to coordinate inspection activities.

- Schedules testing provided for homeowners.
- Assists with creation of and maintaining of address files.
- Issues records, collects fees, files and prepares a variety of reporting documents for permits and licenses.
- Processes permit payments and balance daily revenue summary report for permits issued.
- Makes phone calls to inform individuals of meetings, acquire additional information or relay messages.
- Assists with preparation of the monthly report summarizing permits and licenses issued.
- Prepares agendas, attends, takes minutes and types proceedings for Board meetings.
- Assists with deposit and financial records for the Community Development Department.
- Assists with front desk reception when needed.
- Other duties as assigned.

Entry Requirements and Skills

- High School diploma or GED and three (3) years clerical or general office experience, preferably in the specialized area of building, zoning or community development.
- Knowledge of: Standard office procedures and equipment and ability to operate a computer efficiently and accurately.
- Ability to: Understand and carry out oral and written instructions as well as departmental policies and routines; deal tactfully with the public; establish and maintain effective working relationships with co-workers; work independently in carrying out position responsibilities.
- Works in office environment.

PHYSICAL REQUIREMENTS:

- Must be insurable.
- Must be sighted.
- Must be able to hear a normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Must keep regular and reliable attendance at work.

Employer

City of Ankeny Iowa

Address

410 West 1st St

Ankeny, Iowa, 50023-1557

Phone

515-965-6400

Website

<http://www.ankenyiowa.gov>

PT - Permit Technician I Supplemental Questionnaire

*QUESTION 1

Do you possess a high school diploma or GED?

- ☐ Yes
- ☐ No

*QUESTION 2

How many years of professional experience do you have in a general office environment?

- ☐ 1 - 2 years of work experience
- ☐ 3 - 4 years of work experience
- ☐ 5 - 6 years of work experience
- ☐ 7 + years of work experience

***QUESTION 3**

Do you have work experience in the specialized area of building, zoning, or community development?

- ☐ Yes
- ☐ No

***QUESTION 4**

Do you have professional experience working in state, county or a local government office?

- ☐ Yes
- ☐ No

***QUESTION 5**

After reviewing the part-time work schedule, do you have any conflicts or concerns working Monday - Friday from 8 am to 12 pm?

- ☐ Yes
- ☐ No

* Required Question