

CITY OF BOWIE
Permits Liaison Specialist
(Full time)
City Manager's Office

The City of Bowie is seeking a dynamic and experienced professional to provide vital assistance to City of Bowie business owners as they navigate City and County permitting processes. Working with internal and external stakeholders, the incumbent serves as the primary point of contact for facilitating the acquisition, tracking, and management of permits required for various projects. Additionally, this individual will ensure compliance with federal, state, and local regulations in the most efficient manner possible.

Other specific duties will include, but not be limited to:

- Supporting City economic development by ensuring permitting processes are accessible, efficient, and business-friendly.
- Participating in meetings with County permitting and other agencies to stay updated on permitting policies, code changes, and procedures.
- Reviewing rules and regulations to understand established procedures and standards and recommend changes as appropriate.
- Coordinate and track permits for businesses in Bowie.
- Perform spot checks of small businesses and prepare narrative reports.
- Meet with small business owners to discuss methods and procedures for permitting.
- Assist business owners in arriving at agreements in accordance with local, state, or federal guidelines/regulations.

MINIMUM QUALIFICATIONS:

- High school diploma or a GED.
- Three years' experience as a Permits Officer, Coordinator, or similar position.
- Demonstrable knowledge of local, state, and federal laws and regulations.
- Proficiency in the use of Microsoft Office Suite.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Public or Business Administration, or a related field.
- Prior experience working with government agencies or in a regulatory environment.

Salary: \$34.27 per hour

Employee Benefits:

The City of Bowie offers a robust menu of employee benefits, including medical, dental, vision, life, and long-term care insurance, a 401(K) with employer match, and a 457 savings plan. To optimize employee work/life balance, certain positions include telework and/or flexible scheduling options.

HOW TO APPLY: PLEASE VISIT THE CITY'S WEBSITE AT: WWW.CITYOFBOWIE.ORG AND CLICK ON THE EMPLOYMENT LINK.

APPLICATION DEADLINE: SEPTEMBER 12, 2025 BY 5:00 PM

All applicants **MUST** submit a completed City of Bowie employment application in order to be considered for this opportunity.

A proud Equal Opportunity Employer, the City of Bowie is committed to providing a fair and inclusive work environment where all employees are valued and respected. This commitment is a vital part of the City's organizational culture and values.