

ASSISTANT PLANNER
Thursday-Monday Position.
SALARY \$4,181-\$5,378/month



WE SEEK AN INDIVIDUAL THAT WILL:

Actively support and assist the City of Leavenworth Development Services Department with planning/permit processes with a focus on code compliance. This position performs a variety of planning/permit activities and code enforcement duties; coordinating assigned activities with other city departments and outside agencies and performing related work as required; work a variety of hours and days of the week; and, support community education of regulations as the first step to compliance.

WHY WORK FOR THE CITY OF LEAVENWORTH?

The City of Leavenworth is a small town with a mid-size city dynamic. As a destination, Leavenworth comes alive Thursday through Mondays. This position is ideal for a person interested in land use, planning, code enforcement, public relations, conflict resolution and community building. This position is also ideal for a person interested in being out and about, interacting with the public and outdoors. Furthermore, the City seeks a person interested in growing professionally in an energetic city where he/she/they can learn multiple elements of municipal government and be part of a tight knit city team that values professional development and mentoring. *The City of Leavenworth is an equal opportunity employer and it actively seeks individuals who bring different perspectives and unique personal stories.*

ASSISSANT PLANNER DUTIES

Reviewing, processing, and coordination of land use and development/building applications.

Preparing and reviewing SEPA checklists and determinations.

Evaluate and prepare or assist in writing reports.

Coordinate plan review with City departments, County, State and Federal agencies.

Prepare and make presentations before the Hearing Examiner, Planning Commission, City Council, advisory groups, citizens and other interested groups.

Provide clerical support to the Planning Commission and Design Review Board.

Interpret and apply local, state and federal law.

Maintain a high level of customer service responding to questions and concerns.

Conduct compliance audits, including but not limited to, signs, Bed and Breakfasts and shorelines.

Manage code violation inquiries through resolution and code compliance process.

Create maps and related support information using GIS mapping tools.

See full Job Description for additional responsibilities.

Physical Requirements

- Ability to perform moderate physical work and to lift and carry up to 25 pounds regularly and occasionally 40 pounds.
- Ability to stand, climb, kneel, twist, ride, pinch, pick, reach, grab, walk, sit, bend, crawl, push, pull, and perform a variety of similar body movements.
- Possess hand/eye/foot coordination adequate to use personal protective devices, office equipment and computer, and operate an automobile and bicycle.
- Ability to see, read and understand instructions, codes, regulations, ownership documents and characters on a computer screen.
- Ability to work in a variety of weather conditions.
- Ability to stand, walk, bend or squat for long periods of time.
- Ability to work flexible hours on short notice, including evenings and weekends.

Job Skill Requirements

- Enthusiasm for public service and great customer service
- Ability to work independently with initiative
- Willingness and flexibility to learn and accept new tasks
- Ability to maintain confidential information
- Ability to work in a small office environment of diverse people
- See Job Description for more information

Current employees are encouraged to apply. In the event a current employee is selected and accepts the announced position, that current employee will have up to six months from the date of hire to revert to his/her former position.

FIRST REVIEW OF APPLICATIONS WILL BE ON 10/28/2020. OPEN UNTIL FILLED. SUBMIT AN APPLICATION, RESUME AND SUPPLEMENTAL INFORMATION TO SUE CRAGUN, scragun@cityofleavenworth.com, SUBJECT: DS JOB APPLICATION

SUPPLEMENTAL INFORMATION: please limit each response to no more than half a page, font size 12, for the following questions:

1. After reviewing the job description, provide a summary of how you meet the "Job Skills" for this position?
2. Describe your experience with compliance/enforcement activities or dealing with difficult customer service situations.
3. Describe your experience using GIS and permitting software.
4. Describe a specific experience where you were confronted with aggression and how you responded.

Selected candidates will be subject to a background check. Individuals with criminal records will be considered and will not be excluded from employment.