



## CITY OF ELLENSBURG

### EMPLOYMENT OPPORTUNITY

#### PLANNING TECHNICIAN

**DEPARTMENT:** Community Development  
**SALARY:** \$3,934 - \$4,917/month  
**OPENING DATE:** April 6, 2022  
**CLOSING DATE:** Open Until Filled – First Review will take place April 20, 2022

#### **JOB SUMMARY:**

This position will work under the general supervision of the Planning Manager with specific instructions and supervision when performing work of an unusual or more complex nature. The Planning Technician is the front counter information and permitting specialist for the department's planning functions, and some building-related functions, and is responsible for providing a broad range of information to the public regarding development regulations. The Planning Technician is responsible for the intake and routing of land use and development applications and building permit applications as needed. They will also receive questions from a diverse array of customers and will frequently work with professional and technical staff to identify and communicate solutions in a manner appropriate for the intended audience.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*All of the following are to be performed while adhering to City of Ellensburg operational policies, safety rules, and procedures. This position requires regular and consistent attendance to accomplish the following essential functions.*

In conjunction with other administrative staff, serve as primary reception contact for the department and provide positive customer service, in person, over the phone, and through correspondence, to members of the public, city employees, and other private and public agencies

Supply general information to the public, City staff, and other state and local agencies about land development code and issues related to development standards and processes for land development projects, including design criteria, SEPA review, variances, conditional permits, zone changes, short and long plats, critical area review procedures, etc.

Receive and review land development applications including plans, other construction documents, etc. to determine sufficiency of submittals; advise applicants on requirements for complete submittals, participate in post submittal project review. Assist with similar review for building permit applications as necessary

Provide department staff support, including preparation of correspondence, documents, preparation of mailing lists and items for mailing; maintain public supply of zoning maps, ordinances, permit applications, etc.; perform other routine clerical tasks; may fill in for the Permit Technician in their absence

Provide staff support to City Commissions, Committees, and/or Boards as assigned; schedule meetings, take minutes (may occasionally be required to attend evening meetings), prepare materials/ correspondence and distribute as necessary to members, departments, etc.; research requested information such as legal ownerships, etc.

Process code enforcement cases for the Planning Division, prepare documentation and mailings, notify property owners and violators, update progress in paper files and SmartGov as necessary, close cases, and file accordingly

Maintain accurate project files in accordance with records retention policy

In conjunction with other administrative staff, update department website and enter documents and information into the department website document center as needed

Calculate and collect permit fees due; provide receipts to applicant and accurately enter fee information in cash receipt system, prepare and make deposits

Verify outstanding invoices and process purchase orders/vendor payments

Review, process, and accurately enter payroll for department employees; process Payroll Change Notices; prepare travel advances and reimbursement claims

Assist in asset management for department; maintain inventory of office supplies, and place orders when needed

Receive public disclosure requests and process accordingly

Other duties may be assigned.

**This is a representative sample--not to imply a complete listing of responsibilities and tasks.**

### **QUALIFICATION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **EDUCATION and/or EXPERIENCE:**

Associate's degree (A.A.) or equivalent from a two-year college or technical school and one (1) year of experience and/or training that is directly related to construction or land development codes; or equivalent combination of education and experience. Experience working in a municipal building/planning department performing similar duties is preferred.

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, legal documents, surveys, technical procedures, or governmental regulations, including the City's Municipal Code. Strong English composition skills, including spelling, grammar, and punctuation for proofing/editing documents. Ability to write reports, business correspondence and procedural documents. Ability to effectively present information and respond to questions from public groups, managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to learn architectural and engineering scales.

#### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- (A) Ability to learn and obtain a basic working knowledge of the City's municipal codes related to land development, critical areas, land use zoning and other related regulations and ordinances; ability to learn to read, interpret and explain maps, blueprints, and legal descriptions; ability to read, interpret, apply and explain basic building codes, regulations, policies and procedures;
- (B) Must be proficient in the use of computers, including Microsoft Office Suite, and will be expected to develop advanced knowledge of the current computer permit tracking software program, including the ability to learn the administrative end of the permitting system to make systematic adjustments to workflows; must have the ability to quickly learn new programs required to perform the essential functions;

- (C) Ability to perform various tasks while subject to interruption and perform work according to schedules and time lines; ability to plan and organize a variety of several work assignments; ability to maintain excellent attention to details; ability to provide effective customer service and handle stressful situations;
- (D) Ability to establish courteous working relationships and communicate using tact and patience; ability to respond to common inquiries and receive complaints; ability to present information to management, public groups, and/or boards and commissions; ability to represent the department in a positive manner and support our goals and objectives;
- (E) Ability to work both independently and within a team environment;
- (F) Ability to remain professional, calm, and collected when encountering difficult customers and responding to complaints.

**SPECIAL REQUIREMENTS:**

Must possess a valid Washington State driver's license by date of hire and maintain insurable driving record.

**TOOLS AND EQUIPMENT USED:**

Various types of materials and equipment are used: paper records, permit documents, plans and specs, site building and area maps, local, county, state and federal codes and ordinances, legal notices, land use planning documents, construction and design requirements, development standards, historical files, computers, including word processing; motor vehicle; calculator; phone; copy and fax machine; various graphic design tools. Future work practices may necessitate the use of different tools and equipment. This is a representative sample – not to imply a complete listing of equipment and tools used.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to be in a stationary position when performing office work. Must be able to move about inside the office and position self to access office equipment and supplies at different levels. The employee is frequently required to provide accurate information and communicate clearly with members of the public, co-workers, and other agencies. The employee is frequently required to use aforementioned tools and equipment.

The employee must frequently move/transport up to 25 pounds and occasionally move/transport more than 50 pounds.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee primarily works in an indoor office environment, but may occasionally work outdoors where exposure to extreme weather, wet and/or humid conditions, and dry, dusty, and/or smoky conditions could occur.

The noise level in the work environment is usually moderate.

The duties of this position are carried out at a front counter, which is separated from the main office and can feel isolated at times. The environment is sometimes stressful, especially during peak times when trying to meet the needs of many customers.

The Planning Technician will occasionally encounter difficult or upset customers at the front counter or over the phone.

**KEY RELATIONSHIPS:**

The key relationships described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee will provide and/or collect information, and solve problems with staff and other City departments, various City Boards and Commissions, either in writing, by telephone, or in person.

The employee will coordinate projects and activities with city staff and various city commissions in writing, by telephone and/or in person.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**BENEFITS:** Public Employees Retirement System and Social Security; Medical/Dental/Life/ Disability Insurance, vacation, sick leave, holidays, and employee choice days. Represented by Office & Professional Employee Union, Local #8 (OPEIU).

**FILING OF AN APPLICATION:** A COMPLETED ORIGINAL *CITY OF ELLENSBURG APPLICATION FORM* IS REQUIRED. A RESUME SUBMITTED IN LIEU OF THE COMPLETED APPLICATION PACKET **WILL NOT** BE PROCESSED. Application forms may be obtained from the 1st floor foyer or Human Resources Department, 501 North Anderson Street, Ellensburg, WA 98926. All applications will be reviewed and those applicants who most satisfactorily meet the requirements will be tested and/or interviewed. Reference checks will be made prior to an offer of employment. Appointment will be made as soon thereafter as possible.

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, ALL NEW EMPLOYEES WILL BE ADVISED OF ACCEPTABLE DOCUMENTS TO VERIFY IDENTITY AND WORK AUTHORIZATION, WHICH MUST BE SUBMITTED WITHIN THREE (3) DAYS OF DATE OF HIRE. THIS IS A CONDITION OF EMPLOYMENT WITH THE CITY OF ELLENSBURG.

The City of Ellensburg is an equal opportunity employer and encourages applications from all persons without regard to race, creed, color, national origin, sex, age, marital status, disability or any other non-merit factor. We will provide reasonable accommodation to disabled applicants, if requested and the Human Resources Department is notified at least two (2) days prior to the need.

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*THE CITY OF ELLENSBURG IS AN EQUAL OPPORTUNITY EMPLOYER  
EOE*

HUMAN RESOURCES PHONE NO.: (509) 962-7222

FAX NO.: (509) 962-7143