

Associate Planner/Permit Manager

This position is at-will. This position will be part of the City's Management Team and will lead land use planning, zoning, permit processing, building and fire code reviews and enforcement. As part of the Community Economic Development Team, the Associate Planner provides strategic oversight and leadership to permitting, long-range planning, land use, community building and economic development. The position will provide additional leadership and oversight to meet the needs of economic growth within our community.

Impact: To facilitate development projects by adhering to strict timelines while providing excellent customer service and the pursuit of economic growth opportunities.

Required Experience

At least three years of experience in municipal planning, permitting and knowledge of local zoning ordinances and municipal code. Bachelor's degree preferred.

Specific experience sought from interested candidates include:

- ◆ Planning. Prior experience in a planning department interpreting zoning ordinances, comprehensive plans, subdivisions, variances, etc.
- ◆ Ability to interpret and explain in layperson terms technical planning materials and review and processing of plans.
- ◆ Permitting. Lead all aspects of building, fire, planning, and public works permitting and administrative processes.
- ◆ Ongoing evaluation of the permit process to aid in improving customer service, productivity and efficiency.
- ◆ Ability to review, interpret and explain to the general public and elected and appointed officials the City's codes.
- ◆ Excellent writing and oral communication skills are required. Ability to staff the City's Planning Commission and present technical reports, etc., to the Commission.
- ◆ Computer Skills. Excellent grasp for Microsoft software such as Word, Excel, Power Point, etc. Bluebeam and Springbrook experience preferred.
- ◆ Cost Recovery. This position will lead cost recovery efforts to secure annual goals by exercising professional discretion and independence.
- ◆ Other administrative and managerial tasks and responsibilities as needed including supervision and mentoring of administrative staff.

This position is considered exempt under the federal and state wage and hour laws.

Full time; fully benefited; at-Will; FSLA Exempt. Background check required.

Salary DOE.

Email resume, cover letter and references to Rhonda.ender@carnationwa.gov