



---COMMUNITY ECONOMIC DEVELOPMENT SPECIALIST/PLANNER---

CITY OF CARNATION, WA.

Position

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. This position will lead economic development strategies and will support the CED Manager. With the help of a small Development Team, this position provides strategic oversight and leadership to the long-range planning, land use, community building and economic development. The position will provide additional leadership and oversight to meet the needs of our economic growth within our community and lead annexation efforts. This position will supervise represented staff.

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

Required Experience

A minimum of three (3) years serving in a mid-level position as a planner working in municipal planning. 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;
- ◆ **Neighborhood Preservation/Code Enforcement.** Ability to review, interpret and explain to the general public and elected and appointed officials the City's codes as it relates to code enforcement;
- ◆ **Oral and Written Communications.** Excellent writing and oral communication skills is required. Ability to staff the City's Planning Commission and present technical reports, etc. to the Commission. Ability to present before elected and appointed bodies as well as the general public;
- ◆ **Computer Skills.** Excellent grasp for Microsoft software such as Word, Excel, Power Point, etc.
- ◆ **Cost Recovery.** This position will lead cost recovery efforts to secure annual goals by exercising professional discretion and independence.

The position will administer the day-to-day activities of the following areas:

- ◆ **City Planning.** Handle both current and advanced planning activities including: interpretation of the Zoning Ordinance as it relates to proposed development activities, administration and processing of all plans including residential and commercial additions as well as new construction, staffing of the City's Planning Commission, annexations, subdivisions, variances and updating the City's Comprehensive Plan. Some of these activities may require the assistance of an outside Planning Consulting firms;
- ◆ **Neighborhood Preservation/Code Enforcement.** Knowledge of the City's codes and pro-actively conducts drive around tours of the city on a weekly basis or more if necessary, to ensure residential and commercial properties are adhering to the local ordinance;

- ◆ **Economic Development.** Pro-actively seeks to expand the City's economic status with the recruitment of appropriate retailers, medical office and restaurants, meets and collaborates with the local chamber and utilizes the expertise of the City's Economic Development Consultant to strategically advance economic development opportunities across the city.
- ◆ **Cost Recovery.** Lead staff to ensure that cost recovery goals are met on a monthly and annual basis.
- ◆ **Executive Sessions/Land Use.** This position will lead and facilitate land use issues and will serve as the point person for the council. This position will review confidential information pertaining development.

EMPLOYMENT REQUIREMENTS

COVID 19 Vaccination

College degree with a preference for Masters in disciplines such as public administration, planning, architecture, economics or similar field.

CED certifications or training.

This position is considered exempt under the federal and state wage and hour laws, which means you are not eligible for overtime pay beyond your salary.

Full time; fully benefited; at-Will; FSLA Exempt.