



Permit Specialist / IT Manager

This position is at-will. This position will be part of the City's Management Team and will lead permit processing, building and fire code reviews and enforcement. The position also serves as the IT manager providing computer and network support throughout the organization. As part of the Community Economic Development Team, the position provides strategic oversight and leadership to permitting, community building, economic development and IT management. The position will provide additional leadership and oversight to meet the needs of economic growth within our community.

Impact: To facilitate development projects and IT management 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:

- ◆ 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.
- ◆ IT management and support to City staff and general network maintenance.
- ◆ 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.
- ◆ Advanced computer skills and network knowledge. 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.

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