

WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
Phone: (509) 524-2600 □ Fax: (509) 524-2603

EMPLOYMENT OPPORTUNITY

Community Development Department

Position: Planning Technician
Salary Range: \$4,002 - \$5,356 per month Starting salary DOQ, DOE
Location: Community Development Department
Employment Type: Full-time (40 hrs/wk), Benefits Apply, Courthouse Union

Open until filled

Brief Duties and Responsibilities: Perform a wide variety of complex customer service tasks involving the intake, processing, and issuance of development permits. Provide administrative support for planning division, Planning Commission, Technical Review Committee, and Hearing Examiner. Assists with special planning projects. Coordinate permit reviews with other local, County, City, State, and Federal agencies, handles customer inquiries and complaints, and provides permit information to customers. Organize and maintain related records and reports and track the status of permit applications submitted. Duties may include explaining procedures and requirements, addressing problems and concerns, maintaining related receipts and computerized tracking records; working on complex special projects as assigned; and providing technical direction to other staff. See the job description for the complete list of essential functions and qualifications.

Working Conditions: The Department's operating hours are Monday – Friday, 8:00 a.m. through 5:00 p.m. and the office is typically open to customers Monday – Friday, 10:00 a.m. through 3:00 p.m. Must work majority of work week within operating hours. Work is normally performed in an office setting but may require occasional night meetings and field work. Required to sit and/or stand for extended periods of time. Requires sufficient hearing and speech ability to communicate verbally. Requires manual dexterity and visual acuity to operate a computer, telephone, and peripherals. Ability to lift up to twenty (20) pounds, bend, and reach.

Minimum Qualifications: Bachelor's degree, or equivalent, planning or related field. One (1) year experience working as a permit technician or like capacity in a local government setting required. Proficiency in Microsoft Office Suite to include Outlook, Word and Excel, and pdf programs including Adobe Professional and BlueBeam. Experience with GIS, website management, and permit tracking software preferred. Prefer bilingual (English Spanish). OR: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skills, and ability to perform the essential duties of the position. See the job description for the complete list of qualifications.

Application: Walla Walla County application, resume and cover letter required. Visit the County website at www.co.walla-walla.wa.us to download a copy of the job description and to apply online. Mailing address: Human Resources/Risk Manager, PO Box 1506, Walla Walla, WA 99362, fax (509)524-2603, voice (509)524-2600, email hr@co.walla-walla.wa.us

SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEW.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT