Come to the "Edge" and join our team! If you’re looking for a small and nimble organization who seeks to maximize the strengths of each of its employees...look no further!

A Little About Who We're Looking For...

Our ideal candidate would be someone with the knowledge of planning principals, and practices, including pertinent specialties. Someone with and understanding of federal, state and local laws, codes and regulations, and knowledge of local government procedures and practices. An individual with the ability to review building plans and zoning permit applications to ensure compliance. Someone to prepare and update data analysis items such as maps, charts, or tables of limited complexity. A team player to perform routine office tasks, provide technical assistance, attend public meetings, and assist other planning staff as needed.

- We've All Had That Job -

- Where just the thought of having to spend another eight hours there made you contemplate falling down stairs just so you could call in sick.
- With the boss who's only interaction with you was at your annual review where he reviewed things about you, he/she knew nothing about.
- Where nothing you said made any difference to any one, because you were basically an invisible seat warmer, an easy to replace name on an org chart.

Yeah No, That's Not Us.

In Edgewood we discovered happy employees tend to stick around, so we thought "hey lets fill our positions with great people, then keep them happy so we don't have to fill those positions again for awhile."

What does that look like? Well, here you have a voice, and you're encouraged to use it because we believe your opinion matters, people bring their dogs to work, & the Mayor BBQ's on Fridays, just to name a few. Lets face it, we spend a 1/3 of our lives at work, why should we waste it being unhappy?

We're basically a quirky family so when it comes to adopting new employees, we're picky. You have to be able to laugh at yourself, sure we're serious when we need to be, but if you can't laugh, we just can't have you. You can't be "that's not my job" guy/gal, we're a small city, we ALL do things outside our job description from time to time, but we do it because we love where we work and we enjoying being part of this team. Last and most importantly we're serious about our goals, passionate about our work, and dedicated to this little fast growing city that we all know and love.

Intrigued? Of course you are! Keep reading to find out more.
Planning Technician – Job Description

Department: Community & Economic Development
Salary Range: $5,461 - $6,206/mo.

Opening Date: Closing Date: Open until Filled
First Review:

This position is a full-time, non-union, FLSA non-exempt position.

GENERAL SCOPE OF WORK
The Planning Technician performs entry-level paraprofessional work, devoting a significant amount of time on routine administrative tasks and working closely with the public on a regular basis to provide customer service on planning issues; may be asked to perform professional-level duties of limited complexity.

Due to the limited number of City staff, each staff member is expected to perform a wide range of office and field duties. The City of Edgewood is an at-will employer and all staff members serve at the pleasure of the Mayor.

SUPERVISION
This position performs a wide range of cross-functional office duties, teaming with all departments at City Hall and reports to the Senior Planner or Planning Manager position. Work may also be performed under limited supervision of the Community and Economic Development Director. Supervision of others is not required.

ESSENTIAL JOB FUNCTIONS
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable performance of these essential job functions.

1. Provides technical assistance and information to staff and the public in the administration of specific planning programs areas or ordinances;
2. Reviews building plans and zoning permit applications to ensure compliance with requirements such as use, bulk, placement, and parking ratios;
3. Performs routine office tasks in designated program areas, including data entry, file management, copying, and answering telephones;
4. Develops and maintains automated tracking systems, hard copy files, and records;
5. Reviews and prepares narrative staff reports and recommendations of limited complexity, such as conditional use permits, boundary line adjustments, variances, and other routine planning projects;
6. Researches and compiles information on a variety of planning issues from multiple sources;
7. Prepares public notices or property owner verifications;
8. Prepares and updates data analysis items such as maps, charts, or tables of limited complexity;
9. Investigates violations of development regulations and ordinances, including site visits;
10. Attends public meetings and assists other planning staff, as appropriate;
11. Advises various councils, boards, commissions, and elected officials in planning-related issues;
12. Assists in updating City Codes, Comprehensive Plan, and other regulations as necessary;
13. Respond to citizen inquiries regarding the Comprehensive Plan; Zoning, Subdivision and Land Use Codes; either at the counter, over the phone, in writing, at formal and informal meetings, or all of the above;
14. Individuals may be required to perform other duties as assigned;
15. Maintain, disclose and destroy public records in accordance with the requirements of the WA Public Records Act and WA State Archives retention guidelines.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES
To perform this job successfully, the person in this position must be able to perform each Essential Job Function. The requirements listed below are representative of the knowledge, skills, and abilities necessary to meet the minimum qualifications for this position.

Knowledge
1. Knowledge of planning principles and practices, including pertinent specialties;
2. Knowledge of principles and practices of research and data collection;
3. Knowledge of effective writing techniques;
4. Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations;
5. Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS;
6. Pertinent federal, state and local laws, codes and regulations including recent changes;
7. Knowledge of local government procedures and practices;
8. Citizen involvement techniques and processes;
9. Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, econometric or transportation modeling, database management, or GIS.

Skills and Abilities
10. Oral communication and interpersonal skills to explain rules and procedures clearly to the public;
11. Problem-solving skills to gather relevant information to solve vaguely defined practical problems;
12. Ability to review plans and apply ordinance and code provisions to determine compliance with such regulations and to apply those regulations to field conditions;
13. Ability to work on several projects or issues simultaneously;
14. Ability to work independently or in a team environment as needed;
15. Reading comprehension to understand technical and legal materials;
16. A sense of humor and positive attitude are essential.

MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY:

Required
Two years of experience in plan review, zoning, building codes, surveying, or construction;

OR
A bachelor's degree in urban planning, architecture, public policy, or related area of study;

OR
Any equivalent combination of education and experience that provides the applicant with the necessary knowledge, skills, and abilities required to perform the essential job functions.

AND
The ability to obtain, and maintain a valid Washington State Driver’s License throughout employment, and documentation to fulfill the requirements of the Immigration and Nationality Act within 3 days of employment.

Preferred
Relevant planning experience
Prior work in local government

SPECIAL CONSIDERATIONS
The incumbent will be joining an organization with approximately 20+ full-time positions. As a small and nimble organization, the City of Edgewood needs to hire and retain individuals interested in working with a small team. All employees of the City of Edgewood are expected to uphold and exhibit the City’s shared employee values of Knowledge, Respect, and Integrity. A hiring objective for this position is to find an employee that will be competently qualified and interested in the work diversity offered by a full-service municipal corporation operating with a limited budget and staffing.

PHYSICAL DEMANDS AND WORKING CONDITIONS
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position.

While performing the duties of this job, the employee is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee is occasionally required to sit, climb stairs, talk, and hear. The employee may occasionally be required to lift or move up to 35 pounds with or without a reasonable
accommodation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work is conducted primarily in an office setting, but may include time in the field under a variety of weather conditions. Duties are usually performed alone, but are also performed as part of a work team. Attendance at some evening meetings may be required. The work environment is fast-paced and moderate to very noisy.

ACKNOWLEDGEMENTS
The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

EQUAL OPPORTUNITY EMPLOYER - AMERICANS WITH DISABILITIES ACT
The City of Edgewood is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute a contract or agreement for employment. It is subject to change by the City as the needs of the City and requirements of the job change.

The City of Edgewood is a Drug Free workplace and an Equal Opportunity Employer.

APPLICATION SUBMITTAL
If you meet the minimum qualifications and are interested in applying for this position, please email your application packet consisting of a cover letter, resume, signed EOCC statement, signed job description, and your responses to the supplemental questions (listed below) to: humanresources@cityofedgewood.org.

Application packets may also be sent to the City of Edgewood via regular mail to the following address:

City of Edgewood
Human Resources
2224 104th Ave E
Edgewood, WA  98372-1513

Incomplete submittals will be disqualified. Only those applicants selected to move forward in the process may be contacted. Submittals will be retained in accordance with Records Retention
practices. If you have questions regarding the application process, please contact human resources at 253-952-3299 or via e-mail at humanresources@cityofedgewood.org.

Employee signature below constitutes the employee’s understanding of the requirements, expectations, essential functions and duties of this position.

_________________________________  ______________
Name                                  Date
SUPPLEMENTAL QUESTIONS
The following questions are designed to help you present your qualifications for this position. Your responses to these questions will be used to determine whether you are among the most qualified of the applicants and should continue in the selection process. Responses should be printed legibly in ink or typewritten, complete, and specific. Clarity and completeness of answers are factors, which will be considered in the evaluation process. Address each question separately using additional pages as necessary. Be sure to indicate your name on each additional page. Please note that you must submit a cover letter, resume, and signed EOCC statement along with the completed supplemental questions in order to be considered further in the selection process.

1. Please describe your customer service experience.

2. Please describe your familiarity of research and interpretation of municipal codes or other planning documents.

3. Please tell us why you are interested in this position and why you are looking to leave your current position.

4. If you do not possess the typical education or experience listed under the minimum qualifications, or if you would like to expand on your qualifications, please explain how your particular combination of education and experience has provided you with the required knowledge, skills, and abilities to perform the essential functions of this job.
CITY OF EDGEWOOD
Equal Employee Opportunities (EEO)
Statement

The City of Edgewood provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

The City of Edgewood expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Edgewood’s employees to perform their job duties may result in discipline up to and including discharge.

PLEASE READ CAREFULLY BEFORE SIGNING THIS STATEMENT

I authorize the City of Edgewood to investigate all statements in my submittal and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the City from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.

I understand that any offer of employment may be contingent upon the results of a medical examination and/or drug screening, background check and/or credit check which may be required by the City of Edgewood for specific positions, and that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references.

I certify that the information shown on the submittal is true and correct to the best of my knowledge. I further understand that any false or misleading statements will be sufficient cause for rejection of my submittal if the City has not employed me and for immediate dismissal if the City has employed me. I also authorize the City to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government employer, or other party having a legal and proper interest, and I hereby release the City from any and all liability for its providing this information.

I understand that nothing in this employment submittal, in the City’s policy statements or personnel guidelines, or in my communications with any City official is intended to create an employment contract between the City and me. I also understand that the City has the right to modify its policies without giving me any advance notice of the changes.

No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless it is made in writing and signed by the Mayor. I understand that if an employment relationship is established, I have the right to terminate my employment relationship at any time for any reason. I also understand that the City retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statement.

__________________________________________      _______________ _______
Signature of Applicant       Date