



CITY OF RIDGEFIELD
Invites applications for the position of:

PERMIT TECHNICIAN

An Equal Opportunity Employer

SALARY RANGE: \$24.27 - \$31.94/Hour

CLOSING DATE: First Review of Applications January 17, 2020. *Open Until Filled.*

POSITION DESCRIPTION:

The City is seeking candidates who can work well on a team and who are able to work independently overseeing the permit in-take functions for the City of Ridgefield's Community Development Department. The general responsibilities include:

1. Receive, log, and distribute development plans for plan checking;
2. Check and review permit applications and supporting documents for proper form, sufficiency of information, and conformance with legal standards; and issue permits as authorized;
3. Assist the public seeking general information relating to zoning, development review and building codes;
4. Serve as the clerk to the Planning Commission;
5. Serve as the system administrator for the permitting system; and
6. Maintains records and timelines relating to permits.

In addition, the City is migrating to an electronic permit system. The Permit Technician will be responsible for managing the migration.

Ridgefield is a fast-growing community, with a current population of approximately 9,000 with anticipated growth to 25,494 people by 2035. As a result, the work environment is busy with ongoing submission of residential and commercial permit applications, and the construction of significant commercial projects. This is an exciting position for someone who enjoys working with a diverse group of people in a fast-paced environment; is highly organized; and aspires to bring innovative solutions to process improvement.

City employees are expected to work in a manner consistent with the City of Ridgefield's Team Philosophy; show consistent adherence to strong moral and ethical principles; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; strive to be efficient and to find creative and innovative ways to do business; and, consistently provide quality service.

Permit Technician is a full time, regular, non-exempt position. The position is covered by the terms of the collective bargaining agreement between Teamsters Local 58 and the City of Ridgefield.

EMPLOYEE BENEFITS

The City of Ridgefield offers a comprehensive benefits package which includes family and domestic partner health benefits such as medical, dental and vision. Coverage is provided through Regence Blue

Cross Blue Shield. Other benefits include long-term disability, paid holidays, vacation and sick leave. Retirement benefits are provided through Washington State Retirement System.

QUALIFICATION REQUIREMENTS

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

The City is seeking an experienced and professional Permit Technician with:

1. An associate's degree or equivalent from a technical school preferably with coursework in urban planning, building, public administration, or a related field;
2. Two years related experience involving significant interaction with the general public; experience as a Permit Technician and/or with SmartGov Permitting Software is preferred; and
3. Possession of or immediate ability to obtain a valid driver's license.

The final candidate will be required to successfully complete a thorough background investigation.

HOW TO APPLY:

Interested candidates must submit the following materials:

1. A completed Application for Employment.
2. A cover letter explaining why the candidate is interested in the job position, strengths and weaknesses in the job, and a short summary of why the candidate is qualified for the position.

More information and application forms are available on the City's website at www.ridgefieldwa.us or by calling 360-887-3557.

This announcement is meant only as a general descriptive recruitment guide. It does not constitute either an expressed or implied contract and is not a complete description of the job.