



The City of White Salmon is an equal opportunity employer that values: Exceptional Customer Service, **Commitment to Public Service**, Professionalism, and Teamwork.

CITY OF WHITE SALMON

POSITION DESCRIPTION

Position:	City Planner
Department:	Department of Community Development & Planning
Reports To:	City Administrator
Closing Date:	Open Until Filled, first application review Tuesday, June 4, 2024
FLSA Status:	Exempt
Salary Range:	Step 45, Range 1-6 (\$73,396.32 - \$85,916.40)

This is an exempt full-time salaried position based on working a 40-hour workweek.

MAJOR FUNCTIONS AND PURPOSE

The City Planner performs professional planning work that contributes to building and nurturing a complete community.

This position requires a thorough knowledge of planning principles and practices, applicable laws and regulations, and the responsibilities of local governments, including working with land use and building applicants to problem solve.

The City Planner shall work independently, and as a member of a team, in performing current planning, long range planning, and supporting code enforcement activities and building permit processes as necessary.

As a representative of the city, extensive contact with property owners, land use permit applicants, developers, consultants, the Planning Commission, and committee members, elected officials and the general public is required.

SUPERVISION

This position serves under the day-to-day direction of the City Administrator. The position supervises consultants and the Community Development/Special Projects Coordinator.

For more detail, see complete job description on city website at: <https://www.whitesalmonwa.gov/jobs>

MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited university or college in Urban, Regional, City Planning, or comparable field of study
- At least 4 years of progressively responsible experience in local government planning. A master's degree may be substituted for one year's experience.

ADDITIONAL DESIRED QUALIFICATIONS

- Ability to speak and understand Spanish

APPLICATION PROCESS:

Cover letter, resume, and one page reference sheet listing five references **due by Tuesday, June 4 for first review**. References shall be a combination of current and former co-workers and supervisors and their current phone number and email address.

Direct application information to City Administrator Troy Rayburn at administrator@whitesalmonwa.gov.