

City of Kelso Employment Opportunity

Permit Specialist

(Salary: \$3,128 - \$3,912 per month)

Full-time/FLSA Non-Exempt/ Teamster Represented

EXCELLENT BENEFITS PACKAGE

Application Deadline: Open Until Filled – First review 11-22-2017

The City of Kelso is seeking qualified, highly-motivated candidates for the position of Permit Specialist in our Community Development department. Under general supervision of the Community Development Director/City Engineer, incumbent performs administrative and permitting support functions for the Engineering Division and Build, Planning and Nuisance Abatement Division of the Community Development department. This position requires frequent contact in person and by telephone with a variety of contractors, consultants, engineers, architects, private utility companies, citizens, and regulatory agencies. This position works primarily in an office environment characterized by frequent deadlines and constant interruptions. Daily tasks and responsibilities require attention to detail. Mobility sufficient to attend various meetings is necessary. Movement within and without the office is essential. Must be able to manage multiple objectives and at times conflicting priorities. See attached job description for full details of essential functions, qualifications, and requirements.

Requires a high school diploma. Graduation from a community college or vocational school is preferred. Must have three (3) years relevant experience in an office environment serving the public. Minimum one (1) year experience in either construction, engineering, or permitting administration is required. ICC Permit Technician Certification is required for this position. Highly desirable to have certificate at time of employment, or candidate must have ability to obtain certification within six months of hire. City will provide course materials assume costs of testing.

Candidates should be able to communicate effectively both orally and in writing, demonstrate general proficiency in the operation of office computer software, and gather and interpret data for professional reports.

Application packets and a complete job description can be obtained through Patty Murray at (360) 577-3347 or at the City's website: <http://www.kelso.gov/departments-services/employment-opportunities>.

Please submit a signed application, resume, and cover letter to Patty Murray, City of Kelso, P.O. Box 819, Kelso, WA 98626 or email to employment@kelso.gov. (Open Until Filled)

Kelso is an Equal Opportunity Employer.