

# City of Spokane Valley Employment Opportunity

## POSITION: Temporary Permit Specialist

**ABOUT THE CITY:** Spokane Valley is a city with a current population of over 90,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination.

Spokane Valley is a high-performing organization, and employs the use of best practices. We are a workforce based upon loyalty, accountability and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. If working for a fast-paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful and rewarding, we urge you to complete an application.

**ABOUT THE POSITION:** Spokane Valley is seeking a highly qualified and enthusiastic employee to serve our City as a temporary, full-time Permit Specialist in the Community Development Department. The ideal candidate will have exceptional professional skills and a strong desire to provide superior service to both internal and external customers.

**SELECTED EXAMPLES OF DUTIES:** Processes permit applications checking for accuracy and completeness, calculating fees, routing to appropriate review staff, overseeing application progress, and preparing plans and permits for issuance; prepare, maintain and store related records, files and logs; recommend changes to codes, rules and regulations based upon common problem areas; resolve customer service issues.

**DESIRED MINIMUM QUALIFICATIONS: Education and Experience:** High School diploma or G.E.D, supplemented by two years of post-secondary college or technical training in land use, urban planning, architecture, public administration, building technology, or closely related field, plus two (2) years of related experience; or any equivalent combination.

**Necessary Knowledge, Skills and Abilities:** Considerable knowledge of International Building Codes; working knowledge of general land use development and zoning regulations and building administration; skill in operating office software packages and automated permitting systems; ability to establish effective working relationships with customers, fellow employees, staff in other agencies and the general public; ability to communicate effectively, verbally and in writing; ability to work under stressful conditions and with frequent interruptions.

**SPECIAL REQUIREMENTS:** Must possess a valid State driver's license or have the ability to obtain one prior to employment. Successful completion of drug screening and a background check, including a criminal check, is a requirement of employment at Spokane Valley.

**SALARY:** Anticipated hiring range \$17.88 – \$21.48 per hour. This is a temporary non-represented, FLSA non-exempt position in the Community Development Department.

**TO APPLY:** Interested and qualified persons are invited to submit a complete City application, résumé, cover letter and list of five (5) work-related references (name and phone number) via our [Online Application System](#).

**APPLICATION DEADLINE:** Apply Immediately. Posted January 19, 2012. Recruitment closes at 4:00 on February 2, 2012.

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.  
We are an Equal Opportunity Employer*

**PLEASE POST**

**11707 E. Sprague, Suite 106 • Spokane Valley, WA 99206 • Ph: (509) 921-1000 • Fax: (509) 688-0295**