



# City of Cle Elum

POSITION DESCRIPTION  
JANUARY 2025

**POSITION TITLE:** Planning Technician

**REPORTS TO:** Reports to the city administrator under the direction of the mayor and the guidance of State and City regulations. Also maintains a close working relationship with other city personnel.

**SALARY RANGE:** See Below

**STATUS:** Full Time

**AFFILIATION:** Union

**WORKWEEK BASIS:** 40 hrs./week

**JOB SUMMARY:** The Planning Technician supports the Planning Department and assists the City's customer service team. This role involves handling administrative and technical tasks related to land use, permitting, and licensing. Key duties include assisting property owners, design professionals, and developers with inquiries on land use, permitting, inspections, and code enforcement.

Strong customer service and computer skills are essential, as the role requires working directly with the public in a fast-paced environment. Responsibilities include processing and reviewing permits, ensuring compliance with land use notifications, supporting professional-level tasks, attending some evening meetings, and serving as backup for front-counter staff.

The City of Cle Elum values a strong, supportive, and collaborative team culture, where clear communication and initiative are essential. With a small staff, team members are expected to handle a variety of office and field responsibilities to support overall operations.

## 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 accommodation may be made to enable performance of these essential functions.

1. Provides timely, courteous, and effective technical guidance on general topics such as instructions for various applications and forms, required submittals, permit process, project status, or general questions about land use, critical areas, permitting, code enforcement, and/or inspections.
2. Facilitates permit processing by conducting permit intake, performing initial reviews for compliance with requirements of a completed permit application, routing permits for review, assisting with the coordination of permits, correction letters, providing status updates, and assisting with permit closeout.
3. Sets up pre-application meetings, sends meeting invitations, routes meeting materials, and provides a summary of comments to attendees.
4. Under the guidance of the City Planner, assist in ensuring compliance with municipal codes by performing inspections, investigating violations, and enforcing regulations concerning zoning, building standards, public safety, and property maintenance. Educate the public, issue notices or citations as needed, and collaborate with other departments to address and resolve non-compliance issues.

5. Handles credit card, check, and cash payments for permits and other financial transactions at City Hall.
6. Prepares and distributes notices for land use actions in compliance with applicable state and local requirements, posts physical notice on site and at official city locations, compiles written comments from the public and external agencies for the file and to facilitate review by the city.
7. Reviews business license applications of limited complexity for compliance with land use requirements.
8. Reviews a variety of land use permits such as boundary line adjustment, lot combinations, segregation of lots, conditional use, critical areas, floodplain development, franchise use, grading, excavation and filling, home occupation, sign, site and design review, SEPA checklist, short-term rental, special use, variances, etc.
9. Conducts occasional field inspections to ensure permit conditions related to land use are met, including but not limited to landscaping, tree, or site design standards.
10. Supports planning and historic preservation commissions by operating meeting room equipment, recording minutes, coordinating agendas, proofreading, compiling, and distributing meeting materials, and attending meetings as needed.
11. Research information on a variety of issues to support land use planning and economic development efforts. Assists in the preparation or update of graphics and public information materials for forms, brochures, reports, and presentations.
12. Compile and prepare reports.
13. Pursues continuous improvement by maintaining or creating forms, handouts, and procedures and by making recommendations involving areas of responsibility.
14. Maintains professional development, including staying current on applicable federal, state and local regulations related to land development, and land use planning.
15. Promotes a cooperative and supportive work environment by communicating in a timely, courteous and effective manner, takes reasonable extra measures and/or time to ensure that the needs of customers, constituents and staff are met.
16. Serve as back up for the front counter staff.
17. Exercise sound judgment and thorough knowledge of city policies and procedures.
18. Provide excellent customer service in all areas.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

#### **NECESSARY KNOWLEDGE:**

- Customer service, including tact, patience, and courtesy in difficult situations.
- Urban planning, including zoning laws and subdivision code administration.
- Land use and construction terminology, general code requirements, permit processes, and information needed on plans and documents.
- Application of mathematical principles such as algebra, geometry, or statistics.
- Pertinent federal, state and local laws, codes and regulations including recent changes.
- Citizen involvement techniques and processes.
- Filing and record management procedures and systems.
- Applying professional standards for business correspondence to include proper spelling, grammar, and punctuation of the English language.
- Washington Public Records Act and Washington State Archives retention guidelines.

#### **NECESSARY SKILLS AND ABILITIES:**

- Work cooperatively and collaboratively with others to achieve results and support team decisions.
- Utilize interpersonal skills to explain regulations and procedures clearly to the public.

- Solve problems in a diplomatic and collaborative manner.
- Facilitate timely permit review using established policies and procedures.
- Determine the completeness of plans and documents for land use permit application submittal.
- Review plans and apply applicable land use regulations and policies to determine compliance and apply those regulations to field conditions.
- Work independently with minimal supervision, exercise initiative and sound judgment, and manage multiple tasks with frequent interruptions.
- Maintain work pace appropriate to given workload by prioritizing tasks, eliciting cooperation, and coordinating efforts to accomplish assigned tasks.
- Conduct site visits to verify permit conditions related to land use, post land use notices, or observe existing site conditions.
- Communicate effectively, orally and in writing, in ways appropriate for the needs of the audience, at times in confrontational and/or stressful situations.
- Perform detailed and exacting work following procedures established by policy or law.
- Make sound, accurate, and consistent decisions.
- Utilize office computer hardware and software including, but not limited, to permitting software, Microsoft Office Suite, Zoom, and Adobe.

The requirements listed above are representative of the knowledge, skills, and abilities to meet the minimum qualifications for this position.

#### **MINIMUM QUALIFICATIONS:**

At its sole discretion, the City of Cle Elum may consider combinations of education, experience, certifications and training in lieu of specifically required qualifications contained herein.

- High school diploma or equivalent.
- Three years of work experience or formal training in planning, land use review, environmental sciences, or similar.
- Three years of work experience in a customer-oriented or administrative position in an office setting.
- Certification as a Permit Technician through International Code Council (ICC) Preferred.
- Successful completion of pre-employment background check.

#### **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 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 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.

Fieldwork, such as site investigations, may require exposure to loud noises, weather, working on rough terrain, in wetlands, and being in proximity to heavy equipment. Hand-eye coordination is necessary to

operate computers and a variety of office equipment. While performing the duties of this job, the employee may be required to stand or sit, walk on all types of terrain, maintain balance, climb stairs, ladders, and inclines, use hands and fingers to handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee may occasionally be required to balance and walk on scaffolding; stoop, kneel, crouch or crawl; talk or hear. Specific vision abilities required by this job include close vision, distance and depth vision, peripheral vision, and the ability to adjust focus. The employee must be able to operate a passenger vehicle.

**COMPENSATION AND BENEFITS:**

<b>Wage Range:</b>	\$62,338 - \$75,754 per Year	<b>Benefits:</b>	Paid Medical/Dental/Vision Plan
	\$ 5,195 - \$ 6,313 per Month		PERS Retirement System
	\$ 29.97 - \$ 36.42 per Hour		\$275 VEBA per Month
			Vacation / Sick Time
			12 Paid Holidays + 1 Personal Day

**NOTICE:**

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:**

The City of Cle Elum is an Equal Opportunity Employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.

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