GREAT TEAM! INTERESTING PROJECTS! BEAUTIFUL LOCATION!

GREAT COMPENSATION & BENEFITS PACKAGE!

Salary Range: $5,433 – $6,203 per month

Benefits Include:

- City paid medical at 90% of premium for employee and all dependents. Fully paid dental, vision, disability, life insurance & employee assistance program.
- Generous opt-out allowance as alternative.
- Participation in DRS PERS2 retirement.
- Up to $250 per month match on 457b deferred comp.

TO APPLY - Submit completed city job application with a resume and cover letter to City of Medina – Permit Tech Recruitment, 501 Evergreen Point Road, Medina WA 98039 or email to jketter@medina-wa.gov. Application and full job description can be located on city website, www.medina-wa.gov.
**GENERAL FUNCTION**
Under general direction of the Director of Development Services, performs technical and administrative work in accepting, processing and reviewing development permit applications, issuing permits and answering code questions.

**DESIRED QUALIFICATIONS**

**KNOWLEDGE OF:**
Familiarity with general land use development and building codes;
- Familiarity with zoning regulations and permitting administration;
- The structure and content of the English language;
- Microsoft Office products and specific programs and applications needed to perform the essential job functions; and
- Principles and procedures of record keeping and reporting.

**SKILLS AND ABILITIES:**
- Operation of personal computer, applicable software and equipment.
- Reading and explaining federal, state, and local laws, rules, regulations, policies and procedures.
- Communicating clearly, concisely, both orally and in writing.
- Working independently, meeting schedules and time lines and making appropriate decisions regarding work methods and priorities;
- Establishing effective working relationships.
- Reading and understanding plans and permit conditions.
- Working under stressful conditions and with frequent interruptions.

**MINIMUM QUALIFICATIONS**
Any combination of experience and training equivalent to graduation from high school, plus three years of increasingly responsible related experience, required. An A.A. degree or Bachelor of Arts degree is desirable. I.C.B.O certification as a Permit Technician, or similar industry-recognized Certification is also desirable. Some experience working in a public agency planning, building, or engineering is desirable. Knowledge of database software and other computer applications necessary.

Questions? Contact Steve Wilcox, Development Services Director: swilcox@medina-wa.gov