



EMPLOYMENT OPPORTUNITY

PLANNING/PERMIT TECHNICIAN

The City of Manzanita is looking for an individual with excellent customer service skills to join our team as a Planning and Permit Technician. The position will provide support to our Building, Planning and Short-Term Rental Programs. The position will be responsible for processing building and land use applications and will serve as the main point of contact for the City providing information about planning and building regulations and procedures to the public. The Planning and Permit Technician will also conduct planning related site inspections and short-term rental inspections and other duties as assigned. The ideal team member will embrace technology, can think outside of the box, and brings a collaborative and problem-solving ethic to their work.

Minimum requirements include a high school diploma and at least two years of related experience or any satisfactory combination of education and experience which ensures the ability to perform the essential functions of the position.

Salary Range for the position is currently \$3,372 to \$4,099 monthly depending on experience, plus excellent benefits. Please send cover letter, resume, and completed application form to building@ci.manzanita.or.us. Application deadline is March 16, 2022 at 4:00 p.m.

Benefits

The City of Manzanita offers a generous benefits package to all regular status employees working at least 24 hours per week. Medical/Dental insurance is effective the first of the month following date of hire with the city paying 94% of the premium.

Retirement

The City participates in the Public Employees Retirement System (PERS). Benefits paid by PERS are funded from two sources:

- Member contributions paid on your behalf by the City (immediately vested); and
- Employer contributions (vested when contributions have been made in each of five calendar years)

Vacation

Paid vacation accrues on a yearly basis as follows:

- 0-4 years - 6.66 hours per month (10 days/year)
- 5-9 years – 8.66 hours per month (13 days/year)
- 10-14 years – 10.66 hours per month (16 days/year)
- 15-19 years – 13.33 hours per month (20 days/year)
- 20 or more years – 16.66 hours (25 days/year)

Vacation leave may be taken after you have completed six months of employment.

Sick Leave Sick leave accrues monthly at a rate of eight (8) hours per each month worked.

Holidays The City recognizes the following paid holidays during the calendar year:

- New Year's Day
- Martin Luther King Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Day
- Either day before Christmas (December 24) or day before New Years Day (December 31)
- One floating holiday

Diversity and Inclusion: *At the City we understand that a diverse workforce strengthens our organization. We value diversity and support a positive and welcoming environment where all of our employees can thrive.*

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity and expression, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Accommodation: Reasonable accommodation is available to anyone whose specific disability prevents them from completing this application or participating in this process. To obtain confidential assistance please contact the City Manager at 503.368.4353.

Veterans' Preference: Under Oregon Law, qualified veterans may be eligible for veterans' preference when applying for positions with the City of Manzanita. If you are a veteran and would like to be considered for a veterans' preference for this job, please attach qualifying documents in the application process