



EMPLOYMENT OPPORTUNITY PLANNING/PERMIT TECHNICIAN

The City of Manzanita is looking for a full-time Planning & Permit Technician to join our team. The position works under the general supervision of the Development Services Manager. The position processes building and land use applications, provides information to the general public about planning and building regulations, conducts site inspections, and short-term rental inspections.

The ideal team member has strong organizational and computer skills, excellent customer service skills, can think outside of the box, and brings a collaborative and problem-solving ethic to their work.

Education and Experience

- A High School Diploma, or equivalent, supplemented by additional training or coursework.
- AND Two years' related experience.
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses

- A valid Oregon driver's license and proof of an acceptable driving record are required.
- International Code Council (ICC) Permit Technician certification is required to be obtained within 6 months of hire.

Knowledge of

Codes, regulations, and laws governing building and land use; general permit review and approval process and practices; English grammar and composition necessary to prepare correspondence in business and/or legal formats; standard computer and office equipment, applications, and practices; general office practices and procedures.

Skill in

The operation of computer and office equipment and applications, preferably in Microsoft Office Suite® products; effective and accurate verbal and written communication; financial analysis and report preparation; performing basic mathematical calculations and preparing reports; organizing and carrying out assigned work in a self-directed manner.

Ability to

Maintain confidentiality with regards to confidential and/or sensitive information; learn, interpret and apply processes, codes, regulations, and laws related to areas of assigned responsibility; analyze data and make decisions related to complex account issues; maintain accurate records; work independently and meet deadlines while maintaining accuracy; organize and prioritize work; explain established policies/best practices using judgment and diplomacy; establish and maintain effective working relationships with internal and external contacts; attend meetings and trainings as required; work safely in operating equipment and/or performing duties to prevent injury to self and others; successfully complete pre-employment background checks.

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
- -Day before Christmas (December 24)
- 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 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 503.368.5343.

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.

Salary Range for the position is currently \$4,339 to \$5,272 monthly depending on experience, plus excellent benefits.

Please send cover letter, resume, and completed application form to cityhall@ci.manzanita.or.us. Application deadline is November 6, 2023.

Employment Application

City of Manzanita

543 Laneda Ave PO Box 129 Manzanita OR 97130 | Phone: 503-368-5343 |
Fax# 503-368-4145 | www.ci.manzanita.or.us

The City of Manzanita is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, national origin, age, sex, marital or veteran status, disability, or any other legally protected status. All selection decisions are based on job related factors.

Position Applied For: _____

Date of Application: _____

PLEASE PRINT OR TYPE

PERSONAL INFORMATION

Last Name	First Name	Middle	Home Phone	Message Phone
Address		Apt. #	PO Box	Business Phone
City	State	Zip		
Are you legally eligible for employment in the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a high school diploma or GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION AND TRAINING

Please include any training relative to the position you are applying for:

Colleges, Vocational or Technical Schools, Training Centers	Course of Study	Number of Years Completed	Type of Degree or Certificate Received

LICENSES AND CERTIFICATES REQUIRED FOR THIS POSITION

Description	Issued by	ID #	Expiration Date

PERTINENT SPECIAL SKILLS

Please list experience with machines, office equipment, languages, or other special skills pertinent to the position for which you are applying.

ADDITIONAL INFORMATION

Do you possess a valid driver's license? Yes No (A valid driver's license is required when stated on the job announcement.)

State: _____ Driver's License # _____

WORK EXPERIENCE

**Beginning with your present or last job (and working backwards) list all Work Experience including Military, Volunteer and Intern Experience.
(If more space is needed, see Page 3)**

Name of Present or Last Employer			Address		
Starting Date	Leaving Date	Salary \$ ___ per <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ___ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern ___ hrs/wk	Reason for Leaving		
Month/Year	Month/Year				
Job Title (Present or Last)		Name of Supervisor/Title		Phone #	
Job Duties:					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Name of Employer			Address		
Starting Date	Leaving Date	Salary \$ ___ per <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ___ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern ___ hrs/wk	Reason for Leaving		
Month/Year	Month/Year				
Job Title (Present or Last)		Name of Supervisor/Title		Phone #	
Job Duties:					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Name of Employer			Address		
Starting Date	Leaving Date	Salary \$ ___ per <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ___ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern ___ hrs/wk	Reason for Leaving		
Month/Year	Month/Year				
Job Title (Present or Last)		Name of Supervisor/Title		Phone #	
Job Duties:					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					

APPLICANT ACKNOWLEDGMENT

I understand this application does not represent a contract for employment. I understand that an acceptance of an offer for employment does not create a contractual obligation upon the City of Manzanita to continue to employ me for any period of time in the future. I understand that no representative from the City has any authority to enter into any special agreement with me to promise and/or guarantee my employment for any specific time period or to promise me a promotion or transfer, etc., either prior to commencement of employment or after I have become employed, or to assure me of any benefits or terms and conditions of employment, or to make any agreement contrary to the aforementioned.

I hereby represent that each answer to questions incorporated into this application and all other information otherwise furnished by me shall be true, complete, and correct. I understand that incorrect, incomplete, false, or misleading statements/answers/information furnished by me either verbally, or in writing will subject my application to disqualification from further consideration and/or if already employed by the City, when the aforementioned is detected, I will be subject to discipline, up to and including discharge, for falsifying a City record/document, regardless of how much time has elapsed since the date I was employed. In the event that I am employed by the City, I agree to comply with all its orders, rules, regulations, safety policies, and performance standards. Within not more than three (3) days of employment, I will provide proof as required on the US Government, I-9 Form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with Federal Law, I understand that I will be terminated.

I understand that the City of Manzanita may complete a background check of finalists. The type and degree of the background check depends on the position, however, it may include a driving history, criminal records check, and/or any other records checks pertinent to the position. Depending on the type of background check, I understand the City of Manzanita may be required to provide me with additional information. My signature on this application serves as my authorization for the City to conduct any background check for the position which I am applying that does not require additional authorization. My signature further serves as my understanding that the City of Manzanita will provide me with the required notice, disclosure, and request for authorization whenever the background check requires additional authorization such as the Fair Credit Reporting Act or any other State or Federal law that requires additional authorization.

I have read and understand all of the provisions of this acknowledgment. By signing this application, I hold the City of Manzanita harmless for any result of the reference check. I hereby authorize and release from liability all former employers, educational institutions, law enforcement agencies, and/or other government history, driver's license violations and motor vehicle records, that may be in their possession. An offer of employment is conditioned upon satisfactorily passing all criteria required by the position. Depending on the position, these criteria may include laboratory test(s) (including drug testing) and/or a background check.

Applicant's Signature: _____ Date Signed: _____

City of Manzanita

EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

ADDITIONAL WORK EXPERIENCE

Beginning with your present or last job (and working backwards) list all Work Experience including Military, Volunteer and Intern Experience.

Name of Present or Last Employer			Address		
Starting Date	Leaving Date	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <u> </u> hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <u> </u> hrs/wk	Reason for Leaving		
Month/Year	Month/Year				
Job Title (Present or Last)		Name of Supervisor/Title		Phone #	

Job Duties:

May we contact this employer? Yes No

Name of Employer			Address		
Starting Date	Leaving Date	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <u> </u> hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <u> </u> hrs/wk	Reason for Leaving		
Month/Year	Month/Year				
Job Title (Present or Last)		Name of Supervisor/Title		Phone #	

Job Duties:

May we contact this employer? Yes No

Name of Employer			Address		
Starting Date	Leaving Date	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <u> </u> hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <u> </u> hrs/wk	Reason for Leaving		
Month/Year	Month/Year				
Job Title (Present or Last)		Name of Supervisor/Title		Phone #	

Job Duties:

May we contact this employer? Yes No

Name of Employer			Address		
Starting Date	Leaving Date	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <u> </u> hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <u> </u> hrs/wk	Reason for Leaving		
Month/Year	Month/Year				
Job Title (Present or Last)		Name of Supervisor/Title		Phone #	

Job Duties:

May we contact this employer? Yes No

The City of Manzanita is subject to various state and federal rules and regulations requiring non-discrimination in employment. Pursuant to these rules and regulations, the City of Manzanita hereby invites you to voluntarily provide information regarding your race/ethnic composition, gender and age.

The City of Manzanita is an equal opportunity employer. All employment decisions are based on qualifications and are made without regard to race, color, religion, national origin, age, sex, disability status, veteran status, marital status and any other legally protected status. As required by law, any information that you provide on this form will be treated as confidential and will be stored separate from all personnel information. This information will be used only to demonstrate compliance with applicable state and federal rules and regulations.

Position Applied For: _____

Sex: Female Male

Age: _____

RACIAL CATEGORY

- | | |
|---|---|
| <input type="checkbox"/> WHITE/CAUCASIAN (not of Hispanic origin) | All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. |
| <input type="checkbox"/> BLACK (not of Hispanic origin) | All persons having origins in any of the racial groups of Africa. |
| <input type="checkbox"/> HISPANIC | All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. |
| <input type="checkbox"/> ASIAN-PACIFIC ISLANDER | All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, and India. |
| <input type="checkbox"/> AMERICAN INDIAN-ALASKAN NATIVE | All persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition as an American Indian or Alaskan Native. |

VOLUNTARY COMPLETION BY APPLICANT. NOT FOR INTERVIEW PURPOSES.

RECRUITMENT SOURCE

How did you become aware of this employment opportunity?

- | | | |
|---|------------------------|--|
| <input type="checkbox"/> Newspaper | Which newspaper? _____ | <input type="checkbox"/> City Job Information Line |
| <input type="checkbox"/> City Employment Announcement | | <input type="checkbox"/> State Employment Office |
| <input type="checkbox"/> City Employee | | <input type="checkbox"/> Other Explain: _____ |
| <input type="checkbox"/> City Website | | |