



CITY OF MANZANITA

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ci.manzanita.or.us

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 9 months of hire.
- Oregon Inspector Certification (OIC) preferred or obtained within 12 months of hire.
- Residential structural inspector (CAS) and residential plans examiner inspector (CAX) certification preferred or obtained within 24 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: Proficient 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 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 Day before Christmas (December 24)
- Christmas Day
- 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 503.812.2514.

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 \$4,603 to \$5,594 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 June 30, 2025.