



# City of Spokane Valley



## POSITION: PERMIT FACILITATOR

**ABOUT THE CITY:** Spokane Valley is a city with a population of over 107,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination. Spokane Valley is a high-performing organization that employs the use of best practices. We are a workforce based upon loyalty, accountability, and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. If working for a fast-paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful and rewarding, we urge you to complete an application.

**ABOUT THE POSITION:** Spokane Valley is seeking a highly qualified and enthusiastic employee to serve our city as a regular, full-time Permit Facilitator. The ideal candidate will have exceptional professional skills and a strong desire to provide superior service to both internal and external customers.

**SELECTED EXAMPLES OF DUTIES:** Evaluates plans, engineering and permit documents, and other pertinent information at the public counter in order to assist customers through the permitting process. Verifies completeness of information based on established procedures and codes. Determines permit, plan, and process requirements for applicants. Processes permit applications and plan intake. Reviews building plans and permit applications for completeness and compliance with established codes, ordinances, policies, and procedures. Conducts counter plan review of projects. Performs project management function for the administrative process for applications in the technical review process including: tracking and reporting project status, reporting progress to applicant or applicant's agent, and following up on outside agency review status. Fields questions pertaining to the adopted Building Code, Zoning Code and Development standards from customers via telephone, email or in person interaction. Establishes and maintains effective working relationships with work group, contractors, developers, architects, engineers, owners, and the general public.

**DESIRED MINIMUM QUALIFICATIONS:** Education and Experience: High School diploma or G.E.D, supplemented by two years of post-secondary college or technical training in land use, urban planning, architecture, public administration, building technology, or closely related field, plus two (2) years of related experience. An equivalent combination of education or experience may be considered. Necessary Knowledge, Skills and Abilities: Considerable knowledge of International Building Codes; working knowledge of general land use development and zoning regulations and building administration; skill in operating office software packages and automated permitting systems; ability to establish effective working relationships with customers, fellow employees, staff in other agencies and the general public; ability to communicate effectively, verbally and in writing; ability to work under stressful conditions and with frequent interruptions.

**SPECIAL REQUIREMENTS:** Must possess a valid State driver's license or have the ability to obtain one prior to employment. Successful completion of a background check, including a criminal history check, is a requirement of employment at Spokane Valley. ICC certification as a Residential Plans Examiner preferred.

**SALARY:** Compensation is \$26.10 - \$39.48 per hour (Grade 12). This is a represented, FLSA non-exempt position.

**BENEFITS:** Health benefits are provided through the Association of Washington Cities Employee Benefit Trust. The City currently provides medical, dental, life, long term disability, vision, and Employee Assistance benefits. Holiday, vacation, and other paid leaves are provided. The required retirement system of the City is Washington Public Employee's Retirement System (PERS) which requires an employee contribution. The City does not participate in Social Security. However, the City has adopted an ICMA-RC 401(A) Social Security substitute plan with the same contribution rates as FICA.

**TO APPLY:** Interested and qualified persons are invited to submit a complete City application, résumé, cover letter, and five (5) work-related references (name and phone number) via our online application system at [www.spokanevalley.org](http://www.spokanevalley.org).

**APPLICATION DEADLINE:** Posted January 9, 2024. Position open until filled. First review Friday, January 26th, 2024.

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.  
We are an Equal Opportunity Employer*

**10210 E. Sprague, Spokane Valley, WA 99206  
Ph: (509) 921-1000 • Fax: (509) 921-1008**