



Lewis County Employment Opportunity

Division: Community Development | Position: Assistant Planner or Planner

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Assistant Planner: \$4,333–\$5,829/mo.
Planner: \$4,954–\$6,663/mo.

Posting Opens: 04/26/2022

Posting Closes: Open Until Filled

First Review: 05/18/2022

DEPARTMENT / OFFICE

These are represented positions by Teamsters #252 located in the Community Development Department.

POSITION SUMMARY

Assistant Planner: Under close supervision, performs a variety of routine planning functions on behalf of the Lewis County Planning Division; provides customer service to the public; conducts planning research; and performs other related duties as assigned.

Planner: Under general supervision, performs a variety of skilled professional planning functions on behalf of the Lewis County Planning Division; provides customer service to the public; reviews permit applications and development proposals; and performs other related duties as assigned.

HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov/>

Lewis County accepts no responsibility for completeness of applications or loss or damage of data. Application materials received by Lewis County becomes the property of the County.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meet the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Cover Letter
- ✓ Resume
- ✓ Proof of required certifications

MINIMUM REQUIREMENTS

- Bachelor's Degree in Urban Planning, Regional Planning, or a closely related field;
- **Assistant Planner:** Six (6) month's experience as an intern in a community development department.
- **Planner:** One (1) year public planning experience.
- A valid Driver's License is required.
- Proof of eligibility to work in the United States.
- Ability to speak, read, and write the English language effectively.
- *Education in lieu of experience will be considered in accordance with Section 2.1 of the Lewis County Employee Handbook*

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.