



CITY OF KETTLE FALLS

JOB DESCRIPTION

**Job Title: City Planner/Grant Writer
/Building Inspector**

Department: Building & Planning

Reports To: Mayor

Effective Date: 02/13/2024

The position of City Planner/Grant Writer/Building Inspector is a part-time position reporting to the Mayor of the City of Kettle Falls. This position is appointed by the Mayor and subject to confirmation by the City Council.

MAJOR FUNCTION AND PURPOSE

The City Planner/Grant Writer/Building Inspector is the executive and general manager of all planning, building and project funding for the City of Kettle Falls. The City Planner/Grant Writer/Building Inspector exercises considerable latitude and judgement in accomplishing defined responsibilities and assignments. He/she recommends conditions and/or alternatives to ensure projects are responsive to the emerging needs of the community and consistent with city policies.

This position is responsible to provide accurate information to the public, employees of the City and elected officials on many state and local code provisions, official land use maps, the comprehensive plan, and other pertinent information.

Serves as project manager for updating the land use policies and for the development and recommendation of new ordinances.

GENERAL FUNCTION

To successfully accomplish the primary function of this position, the individual serving in the capacity of City Planner/Grant Writer/Building Inspector performs specialized work for a municipal government. This requires the ability to exercise independent judgment, initiative and discretion based upon knowledge of the laws of the State of Washington, as well as administrative and legislative policies and the policies and ordinances of the City of Kettle Falls. The City Planner/Grant Writer/Building Inspector makes reports to (and as required by) the Mayor. The City Planner/Grant Writer/Building Inspector also completes projects and accepts additional responsibilities as directed by the Mayor.

JOB DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Mayor.

- Plans, directs and evaluates the ongoing operations of the Kettle Falls Planning and Building Department.
- Responsible for department fiscal management, including the development of an annual budget proposal and the control of budgeted expenses.
- Prepares and reviews operational and administrative reports.
- Review developer plans for compliance with design and development codes, environmental issues, technical completeness and contract specifications. Work with applicant to resolve compliance problems, negotiate revisions and create alternatives that meet the city and applicant's objectives.
- Perform research tasks as assigned in areas of professional knowledge such as land use, zoning, environmental resources, design, economic development, grants, capital programming, housing, long range planning, code development and make presentations to the appropriate commission, City Council and the public.
- Plan and hold public meetings or hearings related to projects, including public notices, press releases, notices to affected property owners in compliance with adopted procedures. Arrange site visits and meeting logistics as required. Respond to public and media inquiries and/or complaints.
- Prepare, file and maintain records throughout the life of a project. Ensure adequate project history for compliance with a variety of federal, state and local codes and provide base information to update existing records and map system.
- Performs field inspections, review of documents, proper interpretation and application of adopted building codes, assisting with review and proposed material evaluations, verifying materials and special testing results to ensure compliance with the international codes as well as other applicable city, state, and federal codes and standards.
- Attend all planning commission meetings. Supervises maintenance of records of commission proceedings, including agendas, minutes, etc. in accordance with state records retention.
- Responsible for researching grant opportunities from the appropriate agency and developing effective grant/loan proposals. Develop and administer reports based on the funding agency's requirements.

- Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Reports activity to City Council and prepares material for City Council as required. Attends City Council meetings as deemed necessary.

KNOWLEDGE, SKILLS AND ABILITIES

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Demonstrate ability to deal effectively with the public using tact and diplomacy.
- Knowledge of federal, state and local laws and ordinances.
- Aptitude in various fiscal duties such as budgeting, purchasing and accounting.
- Strong research skills and multi-tasking.
- Ability to understand the project requirements, the organization, departments and its functions.
- Knowledge of computer and software programs.
- Ability to make split-second decisions to ensure the wellbeing of the public, the department and personnel.
- Ability and willingness to maintain strict confidentiality.

WORKING CONDITIONS

Work is performed both indoors and outdoors. The position of City Planner/Grant Writer/Building Inspector is subject to various work schedules and may be required to work additional time as the need arises. Attendance at evening meetings and/or other off-duty time events is mandatory.

The City Planner/Grant Writer/Building Inspector in the course of performing his/her duties, may be exposed to bio-hazardous materials released at an emergency scene (i.e., chemical spills, gasoline spills, etc.). Continuous attention to safe working and operating procedures is required.

The individual serving in this capacity may from time to time be required to utilize protective equipment (i.e., rubber or plastic gloves, hard hat) per OSHA regulation.

CONTACTS AND RELATIONSHIPS

The City Planner/Grant Writer/Building Inspector has contact with numerous state, county and municipal government officials, members of other public works departments and with civilian vendors and consultants conducting business with the City of Kettle Falls. This individual has frequent contact with elected officials, office personnel, field personnel, the City's attorney and customers. The contacts involve a wide variety and range of purpose, including the need to provide or collect information, coordinate projects or activities, and to solve or negotiate solutions to problems. Communication may be either by telephone, in person or through written communication.

PHYSICAL REQUIREMENTS

The City Planner/Grant Writer/Building Inspector must have the physical ability to perform the full range of duties of a City Planner/Grant Writer/Building Inspector. The employee will routinely encounter emergency situations that may require rapid evacuation of an area in order to avoid personal injury or to provide assistance to another individual, and must therefore have the physical ability to walk and run. The employee must also have the ability to conduct coherent voice communication in person as well as via portable radio and telephone. Other requirements include:

- Ability to operate a motor vehicle, two-way radio (including from field situations).
- Ability to read, understand and interpret ordinances, laws and other operating procedures and to communicate orally and in writing.
- Overall stamina and ability to perform moderate to strenuous physical activity.
- Vision sufficient to perform all duties (corrective lenses may be utilized).
- Ability to hear alarms and have the ability to audibly identify the presence of a danger or hazard.
- Ability to lift more than 50 pounds occasionally.

QUALIFICATIONS

Must have obtained a high school diploma or general equivalency diploma and graduated from an accredited college or university with a Bachelor Degree in urban planning, construction management or related field or possess a combination of education and work experience necessary to successfully perform this job;

Requires the ability to read and recognize similarities/differences between words and series of numbers and to communicate effectively orally and in writing.

Valid Washington State driver's license.

Must possess basic computer skills. Have the aptitude and willingness to learn task specific programming.

EXPERIENCE AND TRAINING

Any combination of experience and training that provides the desired skills, knowledge and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.

Signature

Date

**CITY OF KETTLE FALLS
P.O. BOX 457
KETTLE FALLS, WA 99141
509-738-6821**

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.

POSITION APPLIED FOR: _____

DEPARTMENT: _____

DATE: _____

NAME: _____
 (last), (first), (middle)

SOCIAL SECURITY NUMBER: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

HOME TELEPHONE:

ALTERNATE PHONE:

Give number where you may be reached or a message may be left.

GENERAL INFORMATION

Are you now or have you ever been employed by the city? _____ Yes _____ No
If yes, give title, department and dates:

Will you accept part time or temporary employment? _____ Yes _____ No

Do you have relatives employed by the city? _____ Yes _____ No

Do you possess a valid driver's license for Washington State? _____ Yes _____ No
License number: _____

OFFICE SKILLS: (Write number of years of experience in space next to each skill)

Computer: _____ 10 key calculator _____ Typing speed: _____

Additional Skills: _____

COMPUTER SKILLS

Describe your computer skills, including programs used:

POOL/TECHNICAL SKILLS

Describe any licenses or certifications you have received. i.e., WSI, Senior Life Saving

EQUIPMENT SKILLS

Describe your equipment operation skills related to the job for which you are applying:

LICENSES AND CERTIFICATES: (description, issued by and expiration date)

EDUCATION AND TRAINING

High School graduate or general education development test passed?

_____ Yes _____ No

If no, circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Colleges, vocational or technical schools, training centers: (List name of school, degree/certification earned and date of completion)

EMPLOYMENT AND SALARY HISTORY (Begin with most recent employer)

From: ____/____/____ To: __/__/____ Monthly Salary: _____

May we contact this employer? ____ Yes ____ No Hours per week: _____

Your Title: _____

Your Duties: _____

Employer: _____

Address: _____

Supervisors Name: _____ Title: _____

Reason for Leaving: _____

From: ____/____/____ To: __/__/____ Monthly Salary: _____

May we contact this employer? ____ Yes ____ No Hours per week: _____

Your Title: _____

Your Duties: _____

Employer: _____

Address: _____

Supervisors Name: _____ Title: _____

Reason for Leaving: _____

From: ____/____/____ To: ____/____/____ Monthly Salary: _____

May we contact this employer? ____ Yes ____ No Hours per week: _____

Your Title: _____

Your Duties: _____

Employer: _____

Address: _____

Supervisors Name: _____ Title: _____

Reason for Leaving: _____

From: ____/____/____ To: ____/____/____ Monthly Salary: _____

May we contact this employer? ____ Yes ____ No Hours per week: _____

Your Title: _____

Your Duties: _____

Employer: _____

Address: _____

Supervisors Name: _____ Title: _____

Reason for Leaving: _____

CONVICTION(S)

Have you ever been convicted of a felony or served time in prison during the last seven years? ____ Yes ____ No

If yes, explain each conviction on an attached sheet and include the date, charge, place and action taken.

REFERENCES: List below the names of three (3) persons not related to you, who have known you at least one (1) year

Name	Phone	Relationship	Yrs Known
1:	_____	_____	_____
2:	_____	_____	_____
3:	_____	_____	_____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the city of Kettle Falls to verify their accuracy and to obtain reference information on my work performance. I hereby release the city of Kettle Falls from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant: _____ Date: _____

CITY OF KETTLE FALLS

AUTHORIZATION FOR RELEASE OF EMPLOYMENT PERSONNEL RECORDS

DOCUMENT REQUESTED BY THE CITY OF KETTLE FALLS:

- Employment Records
- Medical
- Personal Information
- Financial Information

Name of Applicant: _____

Maiden or Other Names: _____

Date of Birth: _____ SSN #: _____

Application for Position of: _____

To Whom It May Concern:

I respectfully request and authorize you to furnish to the City of Kettle Falls any employment, medical, physical and mental records or reports in your possession, including all information of a disciplinary, confidential or privileged nature (or Photostats of same). This information is to be used to assist the City in determining my qualifications and fitness for the position I am seeking with the City of Kettle Falls.

I hereby release to you, your agent(s) and your organization from any liability or damage which may result from furnishing the information requested above.

Applicant's Signature

Date

Note: This form may be retained in your files.