TO: Jefferson County Employees

FROM: Carl Smith
Director of Community Development

RE: Planning Manager job opening

Planning: The Jefferson County Department of Community Development has an opening for one full-time (40 hrs/wk) Planning Manager. This position supports the Director of Community Development by supervising the professional land use planning and permitting staff. Serves as a key member of the Community Development Department’s Management Team and works to continually improve the effectiveness and efficiency of the Department.

EDUCATION and/or EXPERIENCE (Minimum): (1) Bachelor of Arts or Sciences with a degree in Community Development; urban, regional or environmental planning; or a closely related field; AND (5) five years of progressively responsible experience at a senior level in planning or public administration, including at least two (2) years as a Senior Planner or Manager of discrete work units including direct responsibility for performance of a team and/or individual subordinates. A Master’s degree (MA) in an appropriate field may be substituted for two (2) years of experience. AICP credentials preferred.

WORK WEEK: Monday – Friday, 8:00 am – 5:00 pm

This is a Grade 20, Exempt Position $5,490 - $5825 month DOE & Full Benefits. Full Salary range Grade 20 $5490 - $7379

Applications and job description are available at the Jefferson County Board of County Commissioners’ office, on-line at www.co.jefferson.wa.us Submit an application, resume and letter of interest to the BOCC office, Jefferson County Courthouse, P.O. Box 1220, 1820 Jefferson Street, Port Townsend, WA 98368. ADA/EOE

Position open until filled.