

# City of Spokane Planning Services Department

## Temporary Seasonal Position



<b>Job Title:</b>	<b>Planning Team Assistant (Temp Seasonal)</b>
<b>Overview:</b>	
<p>The City of Spokane Planning and Development Department is responsible for active, forward-looking growth through economic positioning, site master planning, concept review, historic preservation, development partnerships, project innovation, guidance, &amp; management and for maintaining the Comprehensive Plan, Development Master Plans, UDC, and other guiding documents for Spokane's development.</p> <p>The Department seeks a Planning Team Assistant to provide administrative, technical and research support. The position is part time, 20 to 30 hours per week, in Spokane City Hall during normal business hours.</p>	
<b>Job Description</b>	
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The position will work directly with a team of professional planners within the City of Spokane's Planning &amp; Development Services Department, providing assistance with day-to-day administrative functions, research and project work related to ongoing efforts and projects with a focus on brownfield grant implementation, Smart Growth policy, infrastructure and redevelopment planning.</p> <p><b>PREFERRED SKILLS</b></p> <ul style="list-style-type: none"> <li>• Familiarity with public boards and commissions</li> <li>• Grant and contract administration</li> <li>• Land use codes and development research</li> <li>• Graphics and web content management</li> <li>• Superior understanding of Microsoft Word, Excel, PowerPoint, and Outlook</li> <li>• Written and verbal communication skills</li> <li>• High degree of reliability in completion of tasks on a timely basis</li> <li>• Interpersonal communication skills</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>Any combination of education and experience which would provide the required knowledge, skills, and abilities, is qualifying. Generally this can include: Completion of a combination of two years of study (60 semester or 90 quarter credit hours) at an accredited college or university that included at least 12 semester or 18 quarter credit hours in courses related to planning, public administration, landscape architecture, or closely related field; AND two years of relevant experience. Additional relevant education or experience may be counted towards the total on a year-for-year basis. Applicants must possess a valid driver's license or evidence of equivalent mobility. Strong writing, research, and oral communication skills preferred.</p> <p><b>HOW TO APPLY</b></p> <p>Email a resume and cover letter to <a href="mailto:bdsinfo@spokanecity.org">bdsinfo@spokanecity.org</a>, or mail to:          Attn: Planning Team Assistant          808 W. Spokane Falls Blvd          Spokane, WA 99201</p> <p><i>Position opened until filled. Direct questions/inquiries to <a href="mailto:bdsinfo@spokanecity.org">bdsinfo@spokanecity.org</a></i></p>	