



# City of Spokane Washington

An invitation to apply for the position of  
**Temporary Urban Designer**  
**\$28.63 per hour**  
**40 Hrs./Wk. 960 Hours/Year**

The City of Spokane Planning and Development Department is responsible for active, forward-looking growth through economic positioning, site master planning, concept review, urban design, historic preservation, development partnerships, project innovation, guidance & management, and for maintaining the Comprehensive Plan, Development Master Plans, UDC, and other guiding documents for Spokane's development.

The Department seeks an Urban Designer to provide technical and research support. The position is temporary, 40 hours per week, up to 960 hours. The work is located in Spokane City Hall and will work Monday through Friday including some evening hours.

## ROLE & RESPONSIBILITIES

The position will work directly with a team of professional planners and urban designers within the City of Spokane's Planning & Development Services Department, providing assistance with day-to-day functions, research and project related to staff support for the Design Review Board.

## PREFERRED SKILLS

- Familiarity with public boards and commissions
- Grant and contract administration
- Land use codes, development research, and urban design
- Graphics and web content management
- Superior understanding of Microsoft Word, Excel, PowerPoint, and Outlook
- Written and verbal communication skills
- High degree of reliability in completion of tasks on a timely basis

## MINIMUM QUALIFICATIONS

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 an undergraduate degree from an accredited college or university in architecture, landscape architecture,

planning, public administration, or closely related field; AND three 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.

## BEHAVIORAL STANDARDS

Respectful, courteous, and friendly to customers, other City employees, and City leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other City employees. Gets along with co-workers and managers. Positively represents the City, maintaining the trust City residents have placed in each of us. Demonstrates honest and ethical behaviors.

## TO APPLY

To apply, please submit a completed [Temporary/Seasonal Employment Application](#), resume, cover letter, and portfolio of urban design projects to Jennifer Saxon in Human Resources.

E-mail (preferred): [jsaxon@spokanecity.org](mailto:jsaxon@spokanecity.org)

Fax: 509.625.6379

Mailing Address: 808 W. Spokane Falls Blvd.  
Spokane, WA 99201

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Equal Opportunity / Veteran's Preference Employer**



The City of Choice