

## CITY OF OKANOGAN

### JOB ANNOUNCEMENT

#### Code Enforcement/Assistant Permit Administrator

The city of Okanogan is requesting applications for the position of Code Enforcement/Assistant Permit Administrator. This position is full-time, up to 40 hours per week, non-union, working directly for the Building Official/Permit Administrator. Under the general authority of the City, the Code Enforcement/Assistant Permit Administrator's duties will include planning, organizing, and administering all facets of the City Code Enforcement operations and providing administrative support to the Building Official/Permit Administrator. Duties include enforcing municipal laws and regulations related to property maintenance, sanitation and health, animal control, downtown parking, and nuisance abatement, permit review, administrative support, and other tasks necessary.

Salary Range - \$27.10 - \$32.10 per hour depending on level of experience and education. Benefits include medical, dental, vision, PERS retirement, HRA veba, paid sick leave, vacation and holidays.

Minimum requirements: Excellent written and oral communication skills, work effectively and professionally with others, high school diploma or GED, valid WA drivers license, and ability to acquire any required certifications.

Application packets are available by phoning 509-422-3600; can be requested by mail at City of Okanogan, PO Box 752, Okanogan, WA 98841-0752; or in person at Okanogan City Hall, 120 3rd Avenue, North. Application packets are also available at the City's website, [www.okanogancity.com](http://www.okanogancity.com) Applications with appropriate attachments must be returned to City Hall or emailed to [cityclerk@okanogancity.com](mailto:cityclerk@okanogancity.com) Position is open until filled. The City of Okanogan is an equal opportunity employer and provider.