**City of Kelso Employment Opportunity**

**Associate Planner**(Salary: $4,483 - $5,453 per month)  
Full-time/FLSA Exempt/ Non-union Represented

EXCELLENT BENEFITS PACKGE

Application Deadline: Open Until Filled

The City of Kelso is seeking qualified, highly-motivated candidates for the position of Associate Planner in our Community Development department. Under general direction of the Community Development Director/City Engineer, or designee, the associate planner position is responsible for coordinating, preparing, and/or administering regional or local plans, land use regulations, design standards, information systems, or planning programs. Associate Planners are given broad responsibilities for managing projects, developing recommendations on planning issues, implementation of policies, and working with the public and appointed/elected officials. This position conducts complex studies related to land use, transportation, shoreline, community and economic development, environment, or historic preservation. The position incumbent works primarily in an office environment characterized by frequent deadlines and constant interruptions. Mobility sufficient to attend various meetings and visit work and/or construction sites is necessary. Movement within and without the office is essential. Must be able to manage multiple objectives and at times conflicting priorities.

Requires a Bachelor’s Degree in Urban Planning, Public Administration, Architecture, or related field. Graduate Degree in Urban Planning and/or AICP certification is highly desirable. Three (3) years of municipal planning experience. Must be able to demonstrate attainment of the necessary Knowledge, Skills, and Abilities provided within the job description.

Candidates should be able to communicate effectively both orally and in writing, demonstrate general proficiency in the operation of office computer software, and gather and interpret data for professional reports.

Application packets and a complete job description can be obtained through Patty Murray at (360) 577-3347 or at the City’s website: <http://www.kelso.gov/departments-services/employment-opportunities>.

Please submit a signed application, resume, and cover letter to Patty Murray, City of Kelso, P.O. Box 819, Kelso, WA 98626 or email to [employment@kelso.gov](mailto:employment@kelso.gov) . (Open Until Filled)

Kelso is an Equal Opportunity Employer.