**City of Kelso Employment Opportunity**

**Planning Manager**(Salary: $5,188 - $6,312 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 Planning Manager in our Community Development department. Under general supervision of the Community Development Director/City Engineer, administers and directs the operations of the Building and Planning Division. The Planning Manager is also responsible for providing advanced and significant level of technical expertise, project management and program administration in the one or more complex, sensitive, and demanding functional areas of the planning process. This position requires frequent contact in person and by telephone and a close working relationship with the department heads and associates. The position incumbent works primarily in an office environment characterized by frequent deadlines and constant interruptions but may be required to work in the field occasionally. Must be able to manage multiple objectives and at times conflicting priorities. Movement within and without the office is essential.

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. Experience in staff supervision desired, but not required. 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.