



TOWN OF LA CONNER

MAYOR
RAMON HAYES

COUNCIL
ANNIE TAYLOR
IVAN CARLSON
RICK DOLE
MARYLEE CHAMBERLAIN
MARY WOHLER

ADMINISTRATOR
SCOTT THOMAS

FINANCE DIRECTOR
MARIA DEGOEDE

PLANNING DIRECTOR
MICHAEL DAVOLIO

PUBLIC WORKS DIRECTOR
BRIAN LEASE

DEPUTY CLERK
ANDREA MOORE

PLANNING ASSIST.
VACANT

ATTORNEY
SCOTT THOMAS

SEWER TREATMENT PLANT
KELLY WYNN

LAW ENFORCEMENT
SGT. BEAU MONTGOMERY

FIRE CHIEF
AARON REINSTR

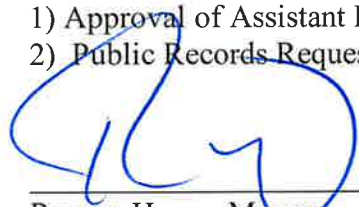
NOTICE OF AND CALL FOR A SPECIAL MEETING OF THE LA CONNER TOWN COUNCIL

DATE: Friday, September 16, 2022
TIME: 2:30 p.m. - 3:00 p.m.
PLACE: By Zoom, Information below

The undersigned Mayor of the Town of La Conner is hereby calling for and providing notice of a special meeting in accordance with RCW 42.30.080.

AGENDA

- The purpose of this meeting is for:
- 1) Approval of Assistant Planner Position
 - 2) Public Records Request Waiver.



Ramon Hayes, Mayor

This notice will be posted on the Town Website, Town Hall and emailed to the La Conner Weekly News on September 15, 2022.

Distribution:

Councilmembers: Annie Taylor
Ivan Carlson
Rick Dole
MaryLee Chamberlain
Mary Wohler

Join Zoom Meeting – This meeting will be Recorded

<https://us02web.zoom.us/j/87270157265?pwd=UUI3bWNmQkhbjY1WWxOYXNEcmZIUT09>

Meeting ID: 872 7015 7265

Passcode: MF4gfh

One tap mobile

Meeting ID: 872 7015 7265

Passcode: 288023

Dial by your location - **1-253-215-8782**

204 DOUGLAS STREET
PO Box 400
LA CONNER, WA 98257
PHONE: (360) 466-3125
FAX: (360) 466-3901
WWW.TOWNOFLACONNER.ORG



Town of La Conner

Employee Job Description

JOB TITLE: Assistant Planner

WAGE: \$50,000 per year with full benefits.

APPLICATIONS ACCEPTED NO LATER THAN 4PM ON October 7, 2022.

REPORTS TO: The Administrator and the Planner

RESPONSIBILITIES:

- Accepts, receipts, reviews and routes permit applications and issues permits for various Town departments. The position will serve as the initial contact between the public and Town Departments by greeting walk-in visitors, providing information and assistance pertaining to permitting functions, and disseminating appropriate paperwork and requirements to customers. Provides specialized information and assistance for a full range of projects requiring knowledge of Town zoning codes, land use codes and associated federal, state and local regulations and ordinances.
- Under the supervision of the Planner and Administrator, is responsible for all aspects of Planning, Fire and Public Works permitting and administrative processes.
- Assist citizens, contractors, engineers, developers and business owners with issues related to permitting, permit application completion and submittal, permit costs and other requirements.
- Accept permit applications; when completion of application is determined, enter data into a permit tracking system, collect intake fees and prepare documents for routing to various departments for plan review.
- Verify contractor's license for current licensing by the State of Washington.
- Provide status updates on permit applications to both internal and external customers, maintain a log of applications to track status and follow up on delays to ensure the applications are maintaining review timelines as well as sending out review comments to applicants when review is complete.
- Issue permits when review process is completed, verifying completeness of documents included in permit packet and calculate final fees due. Notify the applicant of the status of the permit, final fees due and the process for collecting payment and issuing permits.
- Resolve routine questions or problems independently.
- Direct customer inquiries to appropriate department personnel. Respond to customer inquiries regarding status and approval process of all related permits.

- Respond appropriately to all inquiries from the public and employees via phone, written correspondence or in person at the permit counter.
- *As the Public Records Request Officer*, responds to public records requests by identifying and locating records requested, collecting documentation from the appropriate staff for response and tracking time sensitive responses.
- Prepare data for monthly department reports.
- Maintain an address distribution list, prepare notices for new, change or correction of addresses and distribute to external agencies and internal staff members.
- Perform other duties as assigned.
- Responsible for assigning addresses to vacant property; verify and validate address corrections.
- May provide administrative support assistance to a variety of departments, including staffing of meetings of appointed boards and commissions and preparing meeting minute.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to manage multiple projects concurrently under difficult deadlines.
- Knowledge of zoning, municipal, and administrative codes, and public information processes as well as an understanding of the problems of the applicant.
- Ability to establish and maintain positive working relationships at various levels.
- Ability to work effectively with diverse groups and individuals, including developers, consultants, contractors, builders, public agencies, appointed officials, and the general public.
- Ability to read difficult instructions and maintain written records.
- Ability to express oneself effectively in all avenues of communication.

REPORTS TO: Town Administrator and Planning Director

QUALIFICATIONS:

Education and Training: Graduation from high school and two years responsible clerical or other experience related to construction; or any combination of education and experience, which would provide the applicant with the desired skills, knowledge, and ability required to perform the job. Customer service experience strongly preferred.

Licensing and Certification: Certification as a Permit Technician from the International Code Council (ICC) or ability to obtain within one year. Certification as a Records Request Officer or the ability to obtain within one year.

WORK ENVIRONMENT:

Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing. The work will typically require stooping, kneeling,

crouching, reaching, mobility, fingering, grasping, talking, seeing, hearing and repetitive motions. Physical effort is needed to move, lift and carry office equipment, supplies, and other permitting materials. Basic communication skills such as talking, seeing and hearing are needed for frequent person-to-person contact, and telephone usage. The nature of the work has frequent interruptions and contact with the public and staff, and requires strong communication skills.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Town of La Conner is an equal opportunity employer and does not discriminate based on disability, race, marital status, gender, religion, age, or national/ethnic origin.

The statements contained herein reflect general details as necessary to describe the principle functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. This job description does not constitute an employment agreement between the town and the employee and is subject to change by the town as the needs of the town and the requirements of the job change.