



## **City of Toppenish** **Building Official/Zoning Administrator**

The City is seeking a collaborative and capable Building Official with strong leadership skills to effectively oversee and guide the department, as well as perform plan review, inspections, and zoning determinations. The individual will establish relationships and work cooperatively with City staff, the public, and various other entities. He or she will be someone who consistently demonstrates sound professional judgment, reasons logically, and takes a strategic approach to problem-solving.

Reporting to the City Manager, this department director position is responsible for oversight of the City's Development Services Department, consisting of the Building Official/Zoning Administrator, Code Enforcement Officer, and Permit Coordinator. This position is responsible for City licensing operations, plan review, permit tracking and issuance, on-site building inspections, and code enforcement as well as intake and coordination of all city permits.

**Please see Job Description for additional position information.**

### **The City offers excellent benefits:**

- Monthly Salary Range: \$6,569 - \$8,539 (DOE)
- 90% paid Medical for employee and dependents
- 100% paid Dental and Vision employee and dependents
- 13.3 hours/month Vacation, 8 hours/month Sick Leave, and 12 paid Holidays
- Longevity after 2 years
- 40-hour vacation cash-out per year
- Retirement Contribution

### **How to Apply:**

Job description and application can be found at: [www.cityoftoppenish.us](http://www.cityoftoppenish.us).

1. Application
2. Cover letter (including plan review experience)
3. Resume (including list of certifications)

**Mail:** Toppenish Human Resources, 21 West First Avenue, Toppenish, WA 98948

**E-Mail:** [HumanResources@cityoftoppenish.us](mailto:HumanResources@cityoftoppenish.us)

**Closed:** Open until filled