



# *The City of Cottage Grove*

*is Recruiting for a*

## ***Planning and Building Specialist***

*Public Works & Development*

Come work with us! We are not just about filling a job, but building a team. We provide building/planning services to Cottage Grove, Creswell, Veneta, Coburg, and Drain. We are recognized regionally by our reputation of a strong commitment to provide excellent customer service, as well as providing the shortest turn around for building permit reviews in Lane County. The City of Cottage Grove is now recruiting for a Planning and Building Specialist to join our Public Works & Development Department. The position performs administrative and clerical support to the operations of the Building & Planning Divisions of the Public Works & Development Department and other Divisions as required. This position assists contractors, builders, engineers, architects and the public by providing information about the permit application process, accepts permit applications, calculates fees and valuation; and issues permits for the City of Cottage Grove. Position has Recording Secretary duties to the Planning Commission, Historic Preservation Commission, and Urban Forestry Committee. Applicants who have skill in providing excellent customer service and a background in public administration, building permitting, urban planning, construction, or a closely related field with at least one year experience in administrative/clerical support are invited to apply!

***Full Job Description and Application Materials Available on-line at:  
[www.cottagegroveor.gov/jobs](http://www.cottagegroveor.gov/jobs)***

*Position Closes: Monday, November 28, 2022 5:00 pm*

***Starting Wage \$3,829.00 Per Month***

**In order to be considered for the position, you must submit all required documents:  
Cover Letter, Application, Resume, and References.**

Applications and Materials can be emailed to:  
payroll@cottagegrove.org or mailed/dropped off to:  
City Hall  
400 E Main Street  
Cottage Grove OR 97424

Questions? Contact Human Resources at:  
541-942-3346 Ext.114

**THE CITY OF COTTAGE GROVE IS AN EQUAL OPPORTUNITY EMPLOYER**