



POSITION DESCRIPTION

Title: Senior Planner
Department: Community Development
FLSA Status: Exempt
Union Status: Non-Represented

GENERAL DESCRIPTION

Under direction, performs professional land use and urban planning work on both current and/or long range planning, implementation of the general plan, review of zoning and development applications, and coordination of special projects; may assist in the organization, professional, technical and office support staff; performs other duties as required.

SUPERVISION RECEIVED

Reports directly to the Community Development Director.

SUPERVISION EXERCISED

May exercise supervision over planners, assistants or consulting planners on a given project, as assigned. May oversee the work of support staff, part-time or temporary employees or volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, organizes and conducts research studies regarding planning issues.
2. Prepares and reports recommendations regarding land use applications, zoning, urban design, population trends, transportation, community needs, housing and environmental issues.
3. Recommends the use of land for residential, commercial, industrial and community uses with an emphasis on future planning.
4. Assists in the management review, development, revision and maintenance of general plan elements, environmental impact reports, plans, and ordinances and other policies and procedures.
5. Reviews and processes various plans and applications for subdivisions, housing and commercial developments; determines conformity with laws, regulations, policies and procedures; recommends approval or identifies problems and analyzes alternatives.
6. Provides information and assistance to developers, property owners and the public regarding laws, regulations, standards, policies and procedures related to the submission of plans, processing of applications and implementation requirements.



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7. Assists in the management responsibilities for the activities, operations and services of the Community Development Department; may coordinate, review or participate in the work of the others in the Department as well as support staff in data collection, analysis, plan formulation, implementation and maintenance of a wide variety of planning and zoning activities.
8. Provides interpretation of planning ordinances to other staff, the city elected and appointed officials, as well as the public on an as needed basis.
9. Coordinates activities with other City departments, outside agencies and organizations.
10. Makes presentations to boards, commissions, civic groups, hearing examiners and the general public; Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City staff, and the public.
11. Review construction plans and specifications, as-builts, and final plat documents when required.
12. May assist with construction inspections of infrastructure and other aspects associated with construction inspections when required.
13. Assists in the update and revision of the City's Comprehensive Plan and other long range plans, as needed.
14. Serves when assigned as a member of, or staff to a planning task force composed of citizens and/or city, county or state groups.
15. Manages and directs work of planning consultant, as assigned.
16. Manages and/or participates in public involvement programs, as assigned.
17. Performs other duties as assigned by the Community Development Director.

PERIPHERAL DUTIES

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.



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DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from an accredited four-year college or university with a degree in land use planning, urban planning, landscape architecture or a closely related field, and;
2. Four to five years' experience in municipal or local government planning, or;
3. Any equivalent combination of education and experience, additional education substituting on a year for year basis for the required experience.

Necessary Knowledge, Skills and Abilities:

- Senior level knowledge of Washington zoning and land use laws, as well as the comprehensive planning process.
- Senior level knowledge of current and public involvement processes.
- Senior level knowledge of land use regulation concepts (variances, zoning, density, etc.)
- Senior level knowledge of State Environmental Policy Act (SEPA) procedures.
- Senior level knowledge of land use and building permit processes.
- Senior level knowledge of Growth Management Act/Comprehensive Planning.
- Ability to understand and apply general engineering concepts.
- Working knowledge of personal computers.
- Familiarity with GIS applications.
- Strong ability to read site development and building plans, as well as subdivision plats and be able to articulate the details of those plans both orally and in writing.
- Skill in the area of drafting and designing.
- Skill in the operation of the listed tools and equipment.
- Ability to communicate effectively verbally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public.
- Ability to handle stressful situations, maintaining composure while under pressure.
- Ability to follow City safety guidelines and procedures.
- Ability to provide quality customer service to the public, demonstrating a professional and can-do attitude while administering City regulations.
- Ability to perform at a level commensurate with length of service.
- Ability to produce a quality work product in a timely and efficient manner.
- Ability to manage multiple tasks at one time and follow through on commitments.
- Ability to use good judgment in making decisions.



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- Ability to provide innovative solutions to difficult problems; taking initiative to take on assignments without being asked.
- Ability to work as a member of and support a team, treating others fairly and consistently and exhibiting a positive attitude.
- Ability to follow rules provided by the City's Code of Conduct and Personnel Policy.

SPECIAL REQUIREMENTS

Washington State Driver's License or ability to obtain one within 30 days and a good driving record is required.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine; various graphic design tools.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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The work environment is primarily an indoor office. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

SELECTION GUIDELINES

Formal application, review of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.