

CITY OF STANWOOD

The City of Stanwood, Washington



is seeking an

Associate Planner

\$65,016 to \$75,744 annually, plus excellent benefits



Stanwood is located 50 miles north of Seattle, at the mouth of the Stillaguamish River near Camano Island, and is the commercial and cultural hub of the greater Stanwood/Camano community.

Stanwood has retained its small town character and sense of community. The City's historic resources have been preserved and its connections to the surrounding agricultural land and rural environment have been strengthened. New residential neighborhoods and commercial centers form an aesthetically pleasing community character. The City and community work cooperatively together to promote tourism, access to local natural features and special events.

Stanwood was founded in 1866 as Centerville, adopting its current name in 1877 and incorporated as a City in 1903. Since the 1990s, Stanwood has grown into a bedroom community for Seattle and Everett.

Stanwood is located on State Route 532, an east-west highway connecting Camano Island to Interstate 5 east of Stanwood. The City is also served by two other major highways: Pioneer Highway, historically part of State Route 530 and the Pacific Highway (U.S. Route 99), which continues north to Conway and east towards Arlington; and Marine Drive, which continues south to Warm Beach, the Tulalip Indian Reservation, and Marysville.



10220 270th Street NW
Stanwood, Washington 98292
(360) 629-2181 | FAX: (360) 629-3009
www.stanwoodwa.org



THE COMMUNITY:

Stanwood is the town center serving a diverse rural, suburban and urban population of 34,000 people spread across two counties in what is generally identified as "Greater Stanwood Camano." Stanwood's residential population totals 7,125, an increase of 13% since 2010,

making it one of the fastest growing communities in Snohomish County. Many residents outside the City come into Stanwood for business, community events and park and recreation services. The City is focusing on retaining its role as the center of the Greater Stanwood area by pursuing new endeavors that support the downtown and employment diversification. This area is rich in both scenic beauty and natural resources.

CITY GOVERNMENT:

The City of Stanwood utilizes a mayor-council form of government, with an elected strong mayor and council elected at-large. The mayor-council form of government consists of two separate power centers, each directly elected by the people: the mayor as chief executive and the council as the municipal legislature.

The Associate Planner reports directly to the Community Development Director. City departments include Community Development, Administrative (City Clerk, Human Resources and Economic Development), Finance and Public Works. Police, Fire, and City Attorney services are provided under contract. Thirty-two (32) full-time employees provide municipal services, with the Mayor guiding an overall \$52.2 million annual operating and capital budget.

THE POSITION:

Initially, under general supervision, incumbents with basic planning experience perform professional and technical planning work in current planning activities. As experience is gained, assignments become more varied and are performed with greater independence.



The Associate Planner will perform the following major duties:

- Review plans for submittal to ensure applications are technically complete prior to acceptance by the City, including all exhibits and fees.
- Provide information and assistance to the public concerning procedures related to land use permits and their required submittals, building permit applications and compliance, and permits in progress.
- Implement effective and trackable procedures for reviewing and processing of approved development plans, construction plans, and construction performance to ensure compliance with City codes.
- Provide professional policy guidance to the Planning Commission in writing, revising, and updating the Comprehensive Plan.
- Review parcel and subdivision/short plat maps and building plans for compliance with appropriate regulations; works with property owners and the development community on acceptable property development and land use.
- Assist in processing land use permits such as shoreline, zoning, conditional use, variances, rezones, and comprehensive plan amendments, site plans, subdivisions and short plats; and assists in preparing reports and recommendations.

- Attends public hearings before the City Planning Commission and City Hearing Examiner.
- Provide support to the Planning Commission by preparing agendas, packets, coordinating schedules, attending meetings, taking minutes and other support as required.
- Input and edit spatial and attribute data, conduct simple to complex spatial analysis, prepares maps using ArcView, ArcGIS or other GIS software.

THE IDEAL CANDIDATE:

The successful candidate will join a dynamic team of professionals and will possess the following competencies:

Communications Skills - Ability to communicate confidently, effectively, succinctly, and respectfully when providing information and technical planning assistance.

Customer Focus - Ability to provide positive and efficient services to the public.

Problem Solving - Aptitude to analyze and identify information related to the interpretation of blueprints, maps, and planning regulations to address potential issues.

Detail Oriented - Attention to detail and recognition of different components of procedures and tasks.

Driven and Energetic - A self-starter who is committed to accomplishing goals and tasks on time.

Candidates must have the ability to work some evening hours to attend Council and Commission meetings.



EDUCATION, EXPERIENCE and TRAINING:

Graduation from a four-year college or university with major course work in Urban or Regional Planning, Geography, Environmental Studies, Public Administration or closely related field; and two (2) years of professional planning experience; and familiarity with Geographic Information Systems (GIS) mapping and database programs; or an equivalent combination of education, training and experience, which provides the required knowledge, skills and abilities.

OTHER REQUIREMENTS:

The successful candidate must pass a pre-employment background and reference check prior to the start of employment.

COMPENSATION AND BENEFITS:

The annual range is \$65,016 to \$75,744. Placement within the range will be dependent upon the qualifications and experience of the selected candidate. An excellent benefit package provides medical insurance, dental and vision coverage and life insurance, vacation and sick leave. Twelve paid holidays per year. Washington State Public Employees Retirement System, and Deferred Compensation Retirement Plans.

The City of Stanwood does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age, in any programs or activities. Equal Opportunity/ADA Employer

TO APPLY :

Apply online or download application materials: www.stanwoodwa.org
A completed City of Stanwood employment application and resume must be received by the Human Resources Department by
5:30 PM PST on Monday, September 13, 2021