



## POSITION DESCRIPTION

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

### GENERAL PURPOSE

Performs professional work in the fields of current planning, long-range planning and/or environmental analysis. Assists and may be responsible for the development and implementation of policies, procedures, and practices to accomplish planning objectives; reviews zoning regulations, land use, environmental and natural resources, transportation, and public facility elements. Position is responsible for accomplishment of tasks as assigned, strong communication skills with the public and employees, and sound organizational practices to ensure optimum services to the community. Maintain high customer service standards.

### SUPERVISION RECEIVED

Works under the supervision of the Community Development Director.

### SUPERVISION EXERCISED

None.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reviews plans for submittal to ensure applications are technically complete prior to acceptance by the City, including all exhibits and fees.
2. Provides information and assistance to the public by telephone, letters, and “over the counter” concerning procedures related to land use permits and their required submittals, building permit applications and compliance, and permits in progress.
3. Implements effective and trackable procedures for reviewing and processing of approved development plans, construction plans, and construction performance to ensure compliance with City codes.
4. Provides basic and comprehensive information and interpretation of applicable City land use and development codes to the public and the development community.
5. Reviews and recommends changes to the City Comprehensive Plan and land use codes, provides professional policy guidance to the Planning Commission in writing, revising, and updating the Comprehensive Plan.
6. Reviews 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.



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7. Assists 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.
8. Coordinates project activities with other staff, City departments, county and state agencies and the Planning Commission. Compiles information and makes recommendations on special studies. Prepares planning reports.
9. Prepares and processes public notifications for project applications, including but not limited to completing mailings, posting of project sites and various other locations, forwarding to official City newspaper, and sending to various other agencies and departments.
10. Provides support to the Planning Commission by preparing agendas, packets, coordinating schedules, attending meetings, taking minutes and other support as required.
11. Inputs and edits spatial and attribute data, conducts simple to complex spatial analysis, prepares maps using ArcView, ArcGIS or other GIS software.
12. Provides information to the Communications Manager to update the Community Development Department's City webpage.
13. Performs other duties as assigned.

## **PERIPHERAL DUTIES**

1. Serves as a resource to the Mayor, City Administrator and Community Development Director.
2. Serves on various committees, as appointed, and maintains professional associations with building industry organizations and rating bureaus. Attends professional development workshops and conferences.
3. Participates in department's team functions and assists in developing programs to enhance customer focused community services, Building Division functions and other initiatives.
4. Establishes and maintains effective and cooperative working relationships and teamwork with City staff, public officials, business representatives and the public in a courteous, fair, tactful, timely and helpful manner even during stressful situations.
5. Ensures a customer service attitude is an integral part of the planning process.
6. Assists other City departments, as needed.



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### DESIRED MINIMUM QUALIFICATIONS

#### Education and Experience:

- 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
- Proficient use of desktop/laptop computers, associated software programs, and relevant office and field equipment, including some familiarity with Geographic Information Systems (GIS) mapping and database programs.
- Any equivalent combination of related education and experience necessary to perform the essential functions of the position.

#### Necessary Knowledge, Skills and Abilities:

- Knowledge of local planning, zoning and development codes and municipal governmental procedures.
- General knowledge of the modern trends in literature in the field of planning.
- Knowledge of Shoreline Management Act, State Environmental Policy Act, Growth Management Act, and municipal land use, zoning, annexation and subdivision statutes.
- Knowledge of PC computers and word processing/database software.
- Knowledge of essential principles of Geographic Information Systems (GIS) and graphic design.
- Understanding of applicable federal, state, and local laws, codes, ordinances and standards pertinent to municipal planning, development and environmental quality.
- Ability to communicate effectively, both orally and in writing.
- Ability to work comfortably with commissions, elected officials, and ad-hoc citizen groups in a conference environment as well as in public assemblies and meetings.
- Ability to handle stressful situations and effectively deal with difficult or angry people.
- 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.
- 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.

### EQUIPMENT USED

Personal computer, including word processing and permit software, motor vehicle, phone, mobile phone, copier and fax machine.



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### **SPECIAL REQUIREMENTS**

- Washington State Driver's License, or ability to obtain one within 30 days, and an acceptable driving record is required.
- Experience and training in Geographical Information Systems (GIS), ArcReader, ArcGIS desktop or other GIS applications.

### **JOB TITLE**

At the discretion of the Community Development Director and the Mayor's concurrence, the Director may change the job title from Associate Planner to Associate Planner/GIS Analyst if the individual has been employed with the City for at least one year and utilizes GIS at least 10% of their time throughout the year.

### **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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and 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.

The work environment is primarily an indoor office. While performing the duties of this job, the employee occasionally work 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 moderately noisy.

### **SELECTION GUIDELINES**

Formal application, review of education and experience, oral interview, background 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.



## **POSITION DESCRIPTION**

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.