

## **CITY OF SELAH COMMUNITY PLANNER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Administers the City's Comprehensive Plan; prepares short-term and long-term recommendations for urban land use that comply with City and State policies, and which implement adopted development goals and visions for the community.

Also is responsible for implementing the procedures needed to run the daily operations of the Planning division and implementing the development requirements and policies established by the City Council and the Planning Commission.

**FLSA Status:** Non-Exempt, Non-Union Position

### **SUPERVISION RECEIVED AND EXERCISED**

Under general supervision of the Public Works Director and City Administrator.  
Generally none. May supervise part-time or temporary staff as assigned.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS:**

*Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Provide overall management and administration for planning, implementation and coordination of long-range and short-range community development programs and projects, and the application of and compliance with City and State land use policies and regulations.
2. Review/evaluate land use development applications, analyze development trends, conduct special studies, and make recommendations to City management, the City Council, and the Planning Commission.
3. Administer the implementation of the City's Comprehensive Plan, including ensuring compliance with related City or State zoning codes, policies, or rules and regulations and the processing of land use permit applications.
4. Review/evaluate site-specific land use proposals to determine compliance. When appropriate, propose alternative actions that would better accomplish the City's vision and goals.
5. Review and provide recommendation for revisions or enhancements to the City's Comprehensive Plan, zoning code, other related codes and/or policies rules and regulations.
6. Oversee and provide direction to consultants undertaking zoning and land use projects, including determining scheduling, ensuring standards are met, approving work plans and project changes.
7. Develop and recommend amendments to and apply the City's Comprehensive Plan, Comprehensive Zoning Ordinance, Subdivision Ordinance, and other development related ordinances.
8. Coordinate and lead the process for review of zoning and development requests for compliance with applicable City Ordinances.
9. Meet with developers, property owners, special interest groups, and/or homeowners' associations regarding immediate and long-range planning for development projects.
10. Serve as an advisor to the Mayor, City Administrator, City Council, Planning Commission and the Hearing Examiner regarding zoning and development.

### **PERIPHERAL DUTIES:**

Other duties as assigned.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Understanding and working knowledge of operational characteristics, services, and activities of a comprehensive urban planning program.
- Working knowledge and experience with land use, growth management and environmental practices and with related City, State, Federal laws, rules, ordinances, guidelines, or principles.
- Working knowledge and experience with site planning and urban plan design review/evaluation and processing of permits.
- Working knowledge and experience with providing technical and professional staff support to elected policy makers, commissions, and boards.
- Understand, interpret, explain and apply City, State and Federal laws and ensure compliance with the City's urban planning goals, vision policies and practices, reporting and record keeping.
- Explain policies and procedures and respond appropriately to questions or concerns from other employees, departments, City management, elected officials, citizens, community groups, external third parties, other jurisdictions and the general public.
- Read and understand reference and legal materials such as the Local Government Code and other State statutes.
- Maintain a general knowledge of municipal laws, codes, policies and guidelines and maintain a comprehensive knowledge of laws, codes, policies and guidelines applicable to the job responsibilities.

### **TOOLS & EQUIPMENT USED:**

- Use personal computer, utilizing word-processing, spread sheet and database programs or other application software as required for the position.
- Use and operate general office equipment including a calculator, computer, printer, phone, fax, and copier.

### **QUALIFICATIONS**

#### **Education and Experience:**

- Bachelor's degree (Master's degree preferred) in urban design or urban planning;
- Three years progressive experience in addressing growth management or land use, preferably in a local government environment working with elected policy makers, commissions and boards;
- *or* an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position may be considered

#### **License or certificate:**

- Possession of valid Washington State Driver's License

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

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.

The noise level in the work environment is usually quiet.

**Physical Conditions:**

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 in this class is typically performed in an office environment and may occasionally conduct site visits at various locations. Operation of motor vehicle, occasional travel outside of the City and attendance at meetings or activities outside of normal working hours is also required. Office environment typically requires reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions. Also may require periods of sitting with attention at a computer keyboard and video display terminal, light lifting up to 30 pounds, reaching for files, and accuracy in recording information.

Frequent interruptions of work may be experienced by others seeking information in person or by phone or by changing priorities in the office. On occasion may deal with distraught or difficult individuals.

**Note:**

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date