

City of Selah



Position Title

City Planner OR Community Development Supervisor

This job description is intended to present a descriptive list of the range of functions and duties assigned to the position. It does not recite, establish or limit all functions and duties of the position, and additional or different functions and duties may be assigned – either permanently or temporarily. It is not intended to reflect all duties performed within the job.

Department: Public Works	Classifications: Permanent; Full time; Non-Union; Exempt
Benefits: Position receives full benefits	

Summary of Position

Under the general supervision of the Public Works Director this position will perform professional-level work in planning and development review for the City of Selah. The focus of the position will be current planning and development review with the opportunity to work on long-range projects. The position provides complex and advanced planning assistance to the City, exercises independent judgment on a variety of planning issues, makes recommendations on department operations, and prepares and presents planning related reports and studies to the Planning Commission. As a member of the City’s Leadership Team, the position is expected to demonstrate and foster excellent communication skills and to actively and effectively engage in strategic planning and organizational development.

Supervision and Direction to be Received and Exercised

Receives direction and general supervision from the Public Works Director, and when appropriate from the City Administrator. Works with limited supervision. If assigned to the City Planner classification, generally, no supervision will be exercised. If assigned to the Community Development Supervisor classification, the incumbent may supervise three employees: Building Inspector, Code Enforcement Officer, and Planning & Building Specialist.

Essential Job Functions

Essential functions and duties include, but are not limited to, the following:

City Planner

1. Responsible for the review of land use, shoreline, and related planning applications.
2. Meet with developers, property owners, special interest groups, and/or homeowners’ associations regarding immediate and long-range planning for development projects.
3. Identify community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning.
4. Provide general administrative oversight 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.
5. Confer with architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.
6. Develop strategies to promote economic and community development of efficient land use consistent with community goals.
7. Research, prepare, and submit grant applications and manage grant awards and contracts.
8. Organize and facilitate meetings with developers and community groups to introduce and discuss new development proposals and planning projects.

9. 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.
10. 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.
11. 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. Identify conditions required to meet regulations and provide recommendations.
12. Conduct special studies or research and analyze growth management; environmental protection matters and urban development trends; issues and policies; and provide short and long-term recommendations.
13. 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.
14. 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.
15. Develop and recommend amendments to and apply the City's Comprehensive Plan, Comprehensive Zoning Ordinance, Subdivision Ordinance, and other development related ordinances.
16. Coordinate and lead the process for review of zoning and development requests for compliance with applicable City Ordinances.

Community Development Supervisor

In addition to the functions listed above, if assigned to the Community Development Supervisor classification, the incumbent will fulfill the following:

1. Ability to prepare and analyze complex reports; ability to prepare and effectively administer budgets, ability to effectively supervise staff; ability to establish and maintain effective working relationships with the public, fellow employees, and county officials; ability to effectively communicate orally and in writing.
2. Responsible for the review **and approval** of land use, shoreline, and related planning applications.
3. 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.
4. Serve as an advisor to the Mayor, City Administrator, City Council, Planning Commission and the Hearing Examiner regarding zoning and development.
5. Responsible for remedies to any condition found to be in violation of the City of Selah Municipal Code and ordinances.
6. Recruit, train, mentor, and evaluate the performance of employees within the Community Development Division.
7. Prepare and administer Division budget.

Peripheral Duties

1. Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

1. Understanding and working knowledge of operational characteristics, services, and activities of a comprehensive urban planning program.
2. Working knowledge and experience with land use, growth management and environmental practices and with related City, State, Federal laws, rules, ordinances, guidelines, or principles.
3. Working knowledge and experience with site planning and urban plan design review/evaluation and processing of permits.

4. Working knowledge and experience with providing technical and professional staff support to elected policy makers, commissions, and boards.
5. Working knowledge and experience with development and monitoring of budgets and expenditures.
6. 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.
7. 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.
8. Read and understand reference and legal materials such as the Local Government Code and other State statutes.
9. 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.
10. Demonstrate an ability to present information in public forums in a professional manner.

QUALIFICATIONS

Education, Experience, and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

City Planner

Education and Experience:

- Bachelor's degree in urban design/planning, architecture, landscape architecture, environmental science, geography, public administration, or related field;
- Three years progressively responsible experience in planning or a related field is desired.
- *or* an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position may be considered.

Community Development Supervisor

Education and Experience:

- Bachelor's degree in urban design/planning, architecture, landscape architecture, environmental science, geography, public administration, or related field;
- Five years progressively responsible experience in planning or a related field is desired.
- *or* a Master's or Law degree and three years progressive experience in addressing growth management or land use, including three years at the policy development level, 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.
- A minimum of one year of supervisory experience is required.

License or certificate:

- Possession of valid Washington State Driver's License
- Must successfully pass a background check, a driving record check and a pre-employment drug screen.

Tools and Equipment Used

Requires frequent use of personal computer, including word processing, email, data processing and spreadsheet programs; also requires frequent use of telephone, photocopy machine and fax machine.

Working Conditions:

- **Reasonable Accommodations are Available:** Reasonable accommodations will be granted due to documented disabilities that, absent such accommodations, would impede an applicant's or employee's performance.
- **Typical Working Environment:** The typical work environment will be an office setting. Noise levels, lighting levels, temperature levels, and privacy levels are customary for an office setting.
- **Physical Demands:** While performing this job, the employee is frequently required to sit for extended periods of time; listen and talk; use hands to type on a keyboard, handle, feel or operate objects, tools, or controls; and reach with hands and arms. In addition, the employee is occasionally required to walk moderate distances and to sometimes lift and/or move objects up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Approved for Publication:

Roger Bell
Mayor

Rich Huebner
City Administrator

Date

I have read this job description and understand the requirements and expectations listed within.

Employee Signature

Date