

## CITY OF CHELAN JOB DESCRIPTION

**TITLE:** ASSOCIATE PLANNER

**DEPARTMENT:** Planning & Community Development

**REPORTS TO:** Planning & Community Development Director

**SUPERVISES:** None

**ADOPTED/REVISED DATE:** 10/1/12

**SALARY GRADE:** 26

### **POSITION PURPOSE/SUMMARY**

Performs professional work in the fields of current planning, long-range planning, environmental analysis and/or geographic information system. Responsibilities include timely and efficient processing of development applications, the preparation of studies and reports and the review and implementation of zoning regulations, land use, environmental, and natural resources, transportation, and public facility elements. Position is responsible to provide accurate information to the public, employees of the City, and elected officials on many state and local code provisions, official land use maps, and other pertinent information. Position may be assigned to one or more fields, as determined by the Planning Director. Position is responsible for accomplishment of tasks as assigned, strong communication skills with the public and employees, and sound organizational practices to assure optimum services to the community.

Position, as assigned by the Planning Director, may have final authority on certain land use decisions, including short subdivisions, shoreline permits or exemptions, and SEPA. Responsible for applying thorough and full-scope knowledge of modern techniques and concepts of planning, requiring considerable initiative, creativity, analysis, and interpretation to create a motivating atmosphere. Supervision and guidance are provided by the Planning Director.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

Interpret information, answer questions and provide information to property owners, investors, real estate developers and other interested parties pertaining to zoning, shoreline master program, subdivision code, environmental codes, land use applications, comprehensive plan and other related planning information.

Responds to telephone calls, processes mail, answers routine matters, and refers others to appropriate persons for a response.

Prepares research and reports for Planning Director.

May provide staff support to the Planning Commission particularly on current planning matters.

Reviews land use applications and site plans for compliance with local and state regulations and plans. Leads and coordinates assigned land use applications through review and adoption stages, developing and preparing additional related data as required.

Coordinates the process for review and approval of land use matters, permits, variances, and other related procedures. Coordinates hearing examiner cases for permits by reviewing and routing application requests and informing interested parties about the public hearing and final actions, as well as may act as staff to Hearing Examiner.

Prepares legal notices and posts site notices of pending actions.

Write and produce a brief description or summary of proposal, issue or request; including facts, applicable requirements and analysis of proposal related to criteria, standards, regulations, policies and procedures.

Conducts a wide variety of planning studies requiring data collection, analysis and preparation of clearly written reports and recommendations on land use issues.

Coordinates SEPA documents with appropriate agencies and serves as the Department SEPA coordinator.

Attends Planning Commission, City Council and Hearing Examiner meetings and may make oral presentation of proposal, prepare minutes and materials.

Assists in preparing revisions to the Zoning Code, Comprehensive Plan and other regulatory and policy documents, including collection of data

Attends city, federal, state, and local planning meetings relative to planning assignments to review and coordinate development and planning activities.

Serves as a member of various staff committees, as assigned.

Performs field inspections and other related duties as needed.

Assist Building Official to perform and/or coordinate inspections to ensure compliance with approved land, permit, and all applicable codes and ordinances.

Coordinate GIS system by compiling, assembling and analyzing ArcView GIS data. Maintain existing GIS databases and prepare GIS documents required to support current and long range projects.

Performs other duties as required by designated Planning Director.

### **WORKING CONDITIONS**

Work is of an administrative nature and typically performed indoors, with prolonged sitting and fine manipulation skills required for computer use. Periodic outdoor site inspections require combinations of standing and walking, outdoors in all kinds of weather conditions, with occasional lifting of 10-30 lb. The environment is sometimes stressful in trying to meet customer needs and/or dealing with confrontations between developers and contractors. There is some exposure to noise, vibration, fumes, odors, and dust as well as to traffic, construction equipment, slippery work surfaces and uneven terrain. Attendance at evening meetings is required.

### **KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS**

Knowledge of principles, practices, theories, terminology, and application of urban planning.

Knowledge of Washington State Growth Management Act, State Environmental Policy Act, Shoreline Management Act, municipal land use and development ordinances, zoning regulations, building codes, computers and network systems and other office equipment.

Ability to establish and maintain effective working relationships with co-workers, other agencies and the public.

Ability to apply and interpret environmental policies and regulations.

Ability to learn, comprehend and apply City government organizational procedures, methods and policies.

Must be skilled in problem solving and have the ability to make immediate decisions.

Proficiency with computers.

Must be able to analyze and diagnose problems as well as research and interpret codes, regulations, standards, plans and specs, legal descriptions, and various governmental documents.

Ability to read and interpret maps.

Must be oriented towards community service and be sensitive to the public process.

Must effectively communicate complex and technical concepts orally and in writing.

Knowledge and experience in geographic information systems including ArcView.

### **QUALIFICATIONS REQUIRED**

Equivalent to a Bachelor's degree from an accredited college with a degree in Urban/Regional Planning or related field and at least 3 years of planning experience is necessary to perform this job. ESRI and Network certification desired but not required.

Valid Washington State Drivers License with driving record free from serious or frequent violation.

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.