Final Draft Job Description

**Associate Planner**

**Department:** Community Development

**FLSA Status:** Nonexempt

**Reports to:** Community Development Manager

Salary range 5,132.38 - 5,949.68 per month

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

**General Position Summary:** Under general direction, performs professional planning duties by researching and preparing planning documents which include recommendations regarding land use, zoning, community design, transportation, housing and environmental issues. Interprets planning ordinances and policies to the public. Participates in the review, development or revision of the various elements of the Comprehensive Plan, ordinances and other policies and procedures related to the Planning Department. Reviews development proposals for conformance with City zoning codes. Provides written and oral information to the public on a wide range of planning issues, including current, long-term and capital improvement projects.

**Essential Functions/Major Responsibilities:**
- Reviews land use proposals for compliance with planning and zoning regulations
- Reviews and notes various building and land use permits
- Researches, interprets and applies laws, codes and legislation related to city planning/zoning; Communicates with and assists developers, property owners, the public and elected officials regarding laws, policies, regulations, standards and procedures with respect to the submission of plans, processing of applications and implementation requirements; Determines conformity with codes, policies, regulations and procedures; recommends approval or identifies problems and assesses alternatives for projects
- Prepares various project related notices, State Environmental Policy Act reviews, and Staff Reports Related to planning and project development
- Organize and facilitate public hearings, Planning Commission meetings, Park Board meetings; interacts with other citizen and agency groups
- Produces public notices relating to planning and zoning issues
- Researches, analyzes and reports historical/statistical data
- Conducts SEPA environmental review as necessary
- Reviews/analyzes land use actions
- Analyzes Recommends Comprehensive Plan updates and Code revisions
- Creates various reports for local, regional and state agencies dealing with land use and building activity
• Reviews for approval proposed land use and development plans in accordance with established ordinances and laws
• Reviews prior to approval decision on all zoning changes, complaints and violations

Secondary Functions:
• Reviews planning applications for completeness; routes to appropriate staff
• Provides assistance back up to the Permit Technician and Building Official as needed
• Represents City at outside conferences and meetings
• Conducts research for other City departments and outside agencies in regards to historical data, municipal codes and public records relating to Community Development and Public Works functions
• Acts as staff liaison to other planning agencies
• Assists in grant writing and fulfillment
• Other tasks as assigned

Job Scope: The Associate Planner job involves recruiting work situations with occasional variations from the norm and a moderate degree of complexity. The Associate Planner operates from established procedures, working with minimal direct supervision and some work verification. Errors in work could delay or misguide decisions leading to possible financial, legal or political challenges.

Supervisory Responsibility: The job has no formal supervisory responsibility. Incumbents may provide training and guidance to new or lesser-experienced employees.

Interpersonal Contacts: Are made both within the community development department and with individuals not employed by the City. Communication
Internal: 75%  In person: 50%
External:  25%  Email: 20%
Phone: 30%
**Specific Job Skills:**
- Extensive knowledge of zoning and planning codes, regulations
- Knowledge of public works functions
- Knowledge of local, State and Federal government structure and associated regulations
- Knowledge of funding and budgeting process
- Basic knowledge of word processing, spreadsheet and GIS software packages
- Ability to read, speak and write English
- Ability to perform basic math (add, subtract, multiple and divide)
- Ability to effectively communicate in writing, including good technical writing skills
- Ability to use independent judgment
- Ability to read and understand blueprints, plans, drawings, codes and regulations
- Ability to conduct research using statistical data, field studies, surveys and maps and prepare related report
- Ability to collect, analyze, interpret and apply data to various planning projects
- Ability to organize and conduct research studies, prepare concise technical reports, prepare maps, charts and other graphic material for effective presentation
- Ability to apply applicable planning principals, laws and regulations to planning projects
- Ability to research and provide explanation of codes in technical reports and/or to project owners
- Ability to effectively make public presentations
- Ability to communicate with the general public in person, in writing and on the telephone in a professional manner
- Ability to coordinate and facilitate citizen group meetings
- Ability to establish and maintain effective work relationships with other employees, the public and other governmental officials
- Ability to use a key board
- Ability to lift 5 -- 10 pounds

**Education and/or Experience:**
Bachelor's degree in urban planning, architecture or related field
Four years professional planning experience

**Job Conditions:** Work generally takes place during normal office hours in a climate controlled office setting involving computer use. Attendance at meetings and other after business hours events is occasionally required.

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First Level Supervisory Approval

Second Level Approval