



# CITY OF EAST WENATCHEE

## Job Description

<b>Position Title:</b>	Associate Planner
<b>Department:</b>	Community Development
<b>Department Head:</b>	Community Development Director
<b>Reports To:</b>	Community Development Director
<b>Exempt/Non-exempt</b>	Non-exempt
<b>Salary Range:</b>	\$4,297 to \$5,078 per month (DOQ)

<b>Position Summary:</b>	This position is a professional, urban planning position working under the direction of the Community Development Director. This position is responsible for managing and processing land use permit applications (current planning) and includes work on long-range planning projects, annexations, and other community development related matters.
<b>Distinguishing Characteristics:</b>	Important aspects of the position include the ability to work well with the public; administration of development codes; environmental analysis; preparation of reports and maps; and coordination of planning efforts with staff, citizen boards, and other professionals. Work is performed with latitude for independent judgment within the scope of agency programs and policies.
<b>Job Location/ Working Conditions:</b>	Normal office environment. On call Some evenings, weekends and holidays.
<b>Essential Functions:</b>	<ul style="list-style-type: none"> <li>• Activities may involve both current planning and long-range planning functions with an emphasis on current planning including receiving, processing and analyzing land-use permit applications, recommending appropriate determinations and decisions, identifying and recommending appropriate steps to resolve planning issues.</li> <li>• Manages current planning applications.</li> <li>• Provides data gathering, GIS mapping and data analysis, other graphic representations, and reports for public viewing and analysis.</li> <li>• Responds to citizen inquiries regarding the comprehensive plan, zoning, subdivision, shorelines and other land use codes at the counter, over the phone, in writing and at meetings.</li> <li>• Coordinates project proposal review with other agencies and city departments; organizes, participates in meetings.</li> <li>• Prepares and presents staff reports and recommendations to the</li> </ul>

	<p>director, planning commission, hearing examiner, City Council, and other boards and commissions.</p> <ul style="list-style-type: none"> <li>• Maintains public information including taking minutes of meetings and working with the Permit Technician on the preparation of legal notices in accordance with state and local regulations.</li> <li>• Assists in the completion of the planning activities necessary for the update of the comprehensive plan in compliance with the state Growth Management Act.</li> <li>• Attend and represent the department at professional association meetings.</li> <li>• Perform site visits and some inspections of development for conformance to plans and regulations pertaining to land use regulations and design matters.</li> <li>• Duties are performed in accordance with federal, state and local regulations, standardized design criteria, plans, specifications, procedures and local governing policies and procedures.</li> <li>• Perform other duties as directed.</li> </ul>
<p><b>Critical Skills:</b></p>	<ul style="list-style-type: none"> <li>• Familiarity with the functions, principles and practices of land use controls and comprehensive planning.</li> <li>• Understanding of state and federal legislation and programs regarding environmental protection, historic preservation, housing, economic and community development.</li> <li>• Knowledge of Washington state planning laws including the State Environmental Policy Act (RCW 43.21C, WAC 197-11); Shoreline Management Act (RCW 90.58, WAC 173-27); subdivision regulations (RCW 58.17, RCW 58.12, and RCW 58.19); zoning administration (RCW 35A.63 and 36.70B), and the Growth Management Act (RCW 35.70A).</li> <li>• Understanding of the comprehensive planning process including formation, writing, process of adoption and implementation.</li> <li>• Understanding of basic planning principals and functions community and regional planning, environmental, and urban design principles.</li> <li>• Ability to effectively analyze proposed land use activities and to clearly communicate the appropriate development guidelines and application requirements.</li> <li>• Ability to maintain organized files and records.</li> <li>• Ability to effectively communicate verbally and in writing with co-workers, general public, local, state and federal agencies.</li> <li>• Ability to establish and maintain effective working relationships with co-workers, the general public, appointed and elected officials and other public and private agencies</li> <li>• Ability to review and interpret information and material including City Code, RCW's WAC's, etc.</li> <li>• Ability to organize and manage multiple tasks and responsibilities.</li> <li>• Ability to make public presentations regarding city projects and</li> </ul>

	<p>land use issues.</p> <ul style="list-style-type: none"> <li>• Ability to physically perform the essential functions of this position.</li> <li>• Ability to address and resolve confrontations and opposing points of view involving the general public, local, state and/or federal officials.</li> <li>• Ability to use sound judgment and take initiative appropriately.</li> <li>• Ability to project and maintain a positive, professional image for self and city.</li> <li>• Ability to work in a high-energy work environment, handling multiple priorities and projects.</li> <li>• Ability to maintain composure in stressful situations.</li> </ul>
<p><b>Physical Requirements:</b></p>	<ol style="list-style-type: none"> <li>1. Finger Dexterity- Repetitive wrist, hand and/or finger movement.</li> <li>2. Talking- Frequently convey detailed or important instructions or ideas accurately, loudly, and/or quickly.</li> <li>3. Average Hearing- Able to hear average or normal conversations and receive ordinary information.</li> <li>4. Average Visual Abilities- Average, ordinary visual acuity necessary to prepare or inspect documents.</li> <li>5. Physical Strength <ol style="list-style-type: none"> <li>a. Typically sitting at a desk or table.</li> <li>b. Occasional standing for more than 30 minutes at a time.</li> <li>c. Typically standing or walking</li> <li>d. Typically running or climbing</li> <li>e. Using tools requiring high dexterity</li> <li>f. Occasional lifting under 25 pounds</li> <li>g. Occasional lifting 25 to 50 pounds</li> </ol> </li> </ol>
<p><b>Mental Activities:</b></p>	<ol style="list-style-type: none"> <li>1. Reasoning Ability- Ability to apply common sense understanding, to carry out detailed instructions, and to deal with problems involving many variables.</li> <li>2. Mathematics Ability- Ability to perform basic math skills, compute ratios and percents, and to create and interpret graphs.</li> <li>3. Language Ability <ol style="list-style-type: none"> <li>a. Ability to use vocabulary of 5,000 to 6,000 words</li> <li>b. Able to read at a high level.</li> <li>c. Able to define and understand unfamiliar words.</li> <li>d. Ability to write complex sentences, using proper punctuation, proper grammar, and a good vocabulary.</li> </ol> </li> <li>4. Operation of personal computers and a variety of software programs for creating and using spreadsheets, data base programs, word processing and geographic information systems (Microsoft Word Excel, PowerPoint, Access and ArcView).</li> <li>5. Ability to operate a computer, calculator and other office machines.</li> <li>6. Creating presentation quality maps and graphics for meetings and discussions.</li> <li>7. Effective problem solving techniques.</li> </ol>

	8. Refined writing, meeting facilitation, public speaking, and presentation skills.
<b>Minimum Education and Experience:</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in urban and regional planning, geography, political science, public administration or related field and a minimum of two years work experience with planning and permit processing in a planning agency and/or private consulting firm.</li> <li>• OR a combination of education, training and practical experience in land use planning which provides an equivalent background required to perform the work of the position.</li> <li>• Proficiency with ArcView GIS highly preferred.</li> <li>• Municipal experience preferred. .</li> </ul>
<b>Required license/ certificates/ registration</b>	Washington State Driver’s License A background security check may be required if a job offer is made
<b>Equipment:</b>	Office equipment Ability to learn the functions of complex computer systems and appurtenances Simple hand tools
<b>Accommodation:</b>	In accordance with the Americans the Disabilities Act and Washington's Law Against Discrimination, it may be possible to modify the requirements listed above to reasonably accommodate disabled individuals. However, the City will not make any accommodations which may pose serious health or safety risks to the employee or others or which impose undue hardships on the City.
<b>Disclaimer:</b>	The City intends the above statements to describe the general nature and level of work performed by an Associate Planner. These statements are not intended to be an exhaustive list of all job duties performed by an Associate Planner. Likewise, the City does not intend this job description to create an employment contract. The City reserves the right to revise or amend this job description at any time. Likewise, the City maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.