

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Associate Planner*
Department: *Development Services Department*
Reports To: *Director of Development Services*
Status: *Exempt / Non-union*

Job Summary:

The Associate Planner performs a variety of routine and complex technical work in both current and long range planning, with a major focus on the review of current planning projects such as site plans and subdivision plats. Recommends conditions and/or alternatives to ensure projects are responsive to the emerging needs of the community and consistent with City policies and codes. Provides accurate information to the public, employees of the City, and elected officials on state and local code provisions, official land use maps, the comprehensive plan, and other pertinent information.

Essential Job Functions:

1. Process land use permits such as site plans, subdivision, short plats, shoreline permits, conditional use permits, variances, rezoning applications, and comprehensive plan amendments; prepare reports and recommendations on these permits and applications. May participate in public hearings before the Hearing Examiner, Planning Commission, and City Council on these permits and applications.
2. Prepare or review SEPA documents; prepare environmental threshold determinations. Provide technical assistance in the analysis, coordination, and implementation of environmental requirements and regulations under the City Environmental Code.
3. Perform frequent customer service work on the phone, in person at the front counter and via e-mail, serving as the initial representative and liaison for the Development Services Department.
4. Interpret applicable land use and development codes for the general public; utilize excellent customer service skills to work with property owners and the development community on acceptable property development and land use.
5. Under direction, the position may be required to conduct special land use, land economics, demographic, social and economic studies and review other relevant factors relating to comprehensive planning issues. Prepare complex planning reports presenting results and conclusions of those studies.
6. Support the Director and Senior Planners on various projects and special studies (such as Comprehensive Plan and development code updates) by assisting with research, public involvement, and drafting documents; utilize Geographic Information Systems and general research/analysis skills to accomplish these tasks.
7. Coordinate project activities with other staff, city departments, county and state agencies as necessary.
8. Investigate potential violations of city land use regulations. Prepare documentation reports for use by the Building Official, Director and/or City Attorney.
9. Establish and maintain effective and cooperative working relationships with land developers, City personnel and officials, representatives of Federal and State agencies, and the general public, including various boards, councils, commissions and agencies.

Associated Job Functions:

1. Attend various continuing education meetings and seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of land use planning and environmental issues and of related laws and professional practices.
- Ability to gain a working knowledge of the City Comprehensive Plan, the City Municipal Codes; various state regulations, laws, guidelines and enactments; interlocal agreements and federal regulations related to land use, growth management and ecology.
- Ability to evaluate and interpret comprehensive plan and development codes.
- Ability to conduct, read and interpret complex studies and surveys.
- Ability to exercise independent judgment to make decisions about day-to day issues and activities; interpret and apply policies and procedures to situations.
- Effectively communicate both verbally and in writing; deal tactfully and courteously with both internal and external customers and the ability to make effective public presentations.
- Knowledge of Microsoft Office products required.

Working Environment and Physical Demands:

Work is performed primarily in an office environment with field work and site visits that may be performed in all types of weather. Exposure to normal transportation and construction activity such as high noise levels, moving vehicles and machines, dust and mud, and traversing of exposed and sometimes unsecured walkways and platforms. May wear protective clothing and equipment such as helmet, gloves, goggles, and safety shoes. Work requires normal hearing and visual acuity, sufficient mobility to drive a vehicle to development sites and tours. Climbing, walking on all types of terrain. Crouching, bending, stooping and reaching; and moving of light to moderately heavy items 50 pounds.

Experience and Training Requirements:

- Bachelor's degree in urban or regional planning, environmental studies, public administration or a closely related field, **and**
- Two years professional planning experience **or** Master's degree with highly relevant internship experience.
- Demonstrated competency with personal computer and word processing, spreadsheet, data base and presentation/graphics software. Knowledge of Microsoft Office products required.
- GIS experience strongly preferred.
- Valid Washington Driver's license and a good driving record.
- Must pass background and driver's record check.

A combination of education, training and experience that provides the required knowledge, skills and abilities will be considered.

Established: Dev Svc/HR 2/05

Revised: Dev Svc/HR 4/08, HR 7/10, HR 12/12, Dev Svc/HR 4/14

FLSA: Exempt

Salary Range:

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 assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.