CITY OF LYNDEN

JOB DESCRIPTION

TITLE: Planner-Long-Range
DEPARTMENT: Planning
FLSA: Non-Exempt
UNION: Teamsters Local 231
REPORTS TO: Planning & Community Development Director

GENERAL PURPOSE
Performs a variety of routine and complex technical and professional work in the current and/or long range planning of the City, and the development and implementation of land use and related policies and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Long-Range Planning
- Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
- Assists in the development of short- and long-range plans, with an emphasis on long-range planning. Gathers, interprets and prepares data for studies, reports and recommendations. Coordinates department activities with other departments and agencies as needed.
- Assists in the conducting of technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, and so on.
- May be required to make presentations to the Planning Commission and other City boards or commissions.
- Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.
- Prepares draft resolutions, ordinances, speeches, contracts and policies as assigned.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Assists in evaluating land use proposals for conformity to established plans and ordinances. Evaluates proposals' development impact as they relate to the adopted plans of the City, and make recommendations.
- Monitors the Critical Areas Ordinance and Shoreline Management Program for compliance with applicable local, state, and Federal laws.
- Assists in evaluating property development requests or maintenance action for environmental impacts and recommends mitigation measures as appropriate.
- Assists in evaluating land use applications and site plans for compliance with applicable local, state, or Federal laws. Monitors assigned land use applications through the approval stages, and prepares reports and related data as required.
- Assists in designs for parks, streetscapes, landscapes and other municipal projects.

Customer Service/Current Planning
- Responds to public inquiries about local planning and zoning regulations and ordinances.
- Provides customer service to internal (City-agency) customers as well as external (public) customers in the form of answering phones, emails, and responding to "walk-in" customers.

Updated: January 2017
OTHER DUTIES
- Serves as a member of various staff and community committees as assigned.
- Serves as a member of a planning task force composed of local, county, or state groups when assigned.
- Prepares correspondence and performs general clerical duties as assigned.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
- Assists other planning staff members as needed.
- Assists in field inspections and support related to zoning violations and permitting.
- Performs other related duties as needed and assigned.

MINIMUM QUALIFICATIONS

Education and Experience
- Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture, public administration, or a closely related field; AND
- Six months to one year prior experience developing short and/or long range plans and working in a government office setting. Internships and/or academic coursework may qualify, OR
- Equivalent combinations of education and experience that provide the incumbent with the necessary qualifications may be considered.

Knowledge, Skills and Abilities

Knowledge of:
- Zoning laws and comprehensive plans including their formation, process of adoption, and enforcement.
- Planning programs and processes.

Skills & Ability to:
- Support, promote, and model the City's mission, vision, and core values in all aspects of job performance.
- Access the Geographic Information System (GIS) and be able to look up and/or print maps, zoom in/out and otherwise navigate data in the system.
- Read, review and interpret maps, drawings, and other graphical representations of data and apply provisions of ordinances and codes to determine compliance with such regulations.
- Demonstrate proficiency in utilizing computers and software.
- Demonstrate effective writing techniques.
- Communicate effectively, orally, in writing, and with visual media with a variety of audiences including architects, contractors, developers, owners, supervisors, employees, and the general public.
- Establish effective working relationships.
- Creative problem-solving skills to gather relevant information to solve practical problems.
- Work on several projects or issues simultaneously.
- Represent the City in a positive and professional manner.
Special Requirements
- Must have a valid driver’s license and appropriate insurance at the time of hire for work related travel.
- Must pass appropriate background checks.

TOOLS AND EQUIPMENT USED
Persons in this classification are required to routinely operate the following equipment:
Personal computer, including word processing, various software programs, internet applications; motor vehicle; calculator; telephone; various copiers, scanners, architecture and engineering scales, and fax machine.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS
Work is performed indoors in a planning department office and public hearing environment. Position requires evening availability to attend hearings or to meet deadlines and schedules.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The employee is frequently required to stand or sit; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds. Position requires ability to communicate. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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JOB DESCRIPTION APPROVALS

Approved By: Vanessa Bronsema
Human Resources
Date: 1/9/2017

Department Head
Date: 1/11/17

City Administrator
Date: 4/10/17

Updated: January 2017