CITY OF LYNDEN

JOB DESCRIPTION

TITLE: Planner-Current Planning  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. This position is also responsible for providing administrative assistance and staff support to the Planning Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Current Planning
- Provides information on land use applications, ordinances, codes, plans, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.
- Responds to local citizens and other interested parties inquiring about local planning efforts, developments, zoning regulations and other land use ordinances.
- Conducts review and approval of development applications including building permits, site plans, variance requests, lot line adjustments, short plats and design review. Also assists in evaluating other land use proposals for conformity as they relate to the adopted plans of the City.
- Monitors assigned land use applications through the approval process and prepares related reports and data as required.
- Assists city staff in the enforcement of local zoning and land use ordinances and in interpreting city codes and other plans to help resolve citizen or customer issues.
- Inspects or assists in the inspection of field sites. Monitors progress of permits and mitigation for individual projects as assigned. Explains services clearly, identifies customer needs, promptly responds to requests and maintains effective relationships. Evaluates priorities in conjunction with supervisor, and independently addresses assigned matters and inquiries.

Administrative Assistance
- Arranges day-to-day work plans and schedules with the Planning Director to coordinate projects and meet multiple deadlines. Provides administrative assistance to the Planning Director in meeting management; assembles background materials, prepares agendas and records action items for various meetings.
- Prepares resolutions, ordinances, development approvals and other policies as assigned. Preparation and editing of correspondence and memos and assembles reports.
- Provides staff support to the Planning Commission, Board of Adjustment and Design Review Board. This includes preparing agendas, publishing legal notices, compiling packets for meetings, attending meetings, taking and distributing minutes, follow up activities as required and at times the presentation of information and or reports associated with the proposal.
- Assists the Planning Director in the review and development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

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• Initiates or assists in the preparation of correspondence, reports, or other documents, keeping others adequately informed.
• Maintains the database of information for planning purposes with regards to permits, land use applications and zoning issues.

OTHER DUTIES
• Serves as a member of various staff 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.
• 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
• Two to three years of increasingly responsible public contact experience involving, the ability to read and explain codes, conduct public hearings and interpretation of land use development regulations.
• 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:
• Demonstrate proficiency in utilizing computers and software.
• Demonstrate effective writing techniques.
• Communicate effectively, orally and in writing, with architects, contractors, developers, owners, supervisors, employees, and the general public.
• Establish effective working relationships.
• 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
• Creative problem-solving skills to gather relevant information to solve practical problems.
• Work on several projects or issues simultaneously.
• Writes concisely, correctly and organizes information clearly.
• Represent the City in a positive and professional manner.
• Support and promote the City's mission, vision, and core values in all aspects of job performance.
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 Robuck**
Human Resources

Date: 9/16/2016

Department Head

Date: 

City Administrator

Date: 9/16/2016

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