

**CITY OF WOODINVILLE**

**POSITION DESCRIPTION**

<b>Position Title:</b>	Senior Planner	<b>Department:</b> Development Services
<b>Reports To:</b>	Development Services Director	<b>FLSA Status:</b> Nonexempt
<b>Created:</b>	August 2002	<b>Revised:</b> Oct. 2002; Jan. 2011; Jul. 2019

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**POSITION SUMMARY:**

Under the general supervision of the Development Services Director and the Planning Manager, the Senior Planner performs advanced level professional planning work on current and/or long-range planning and special projects; responsible for complex planning tasks requiring a high degree of knowledge related to all areas of current and long-range planning and/or specialized disciplines. This position has no assigned supervisory responsibility but may provide technical or functional training and direction to Assistant and/or Associate Planners.

**ESSENTIAL FUNCTIONS:**

1. Performs advanced professional work related to a variety of planning assignments.
2. Serves as project manager on complex planning projects including in-depth application and plan review, coordination with applicants to obtain additional information and/or project changes as necessary; prepares legal noticing, background research, and staff reports. Attends public hearings and makes presentations. Monitors implementation measures, conditions of approval, checks application submittals for building plan check and may inspect sites.
3. May assemble teams for complex planning and development projects; defines scope and schedules for review, monitors project progress, reviews work, resolves issues and conflicts, reports findings and recommendations, documents, approves, and is accountable for project progress.
4. Monitors permit processing from pre-design plan review to field construction, inspection coordination, and project close-out; serves as system administrator for permit tracking process and coordinates and conducts training and instruction for the permit tracking system, city regulations, and department procedures.
5. Prepares, reviews, and develops procedures and policies used in the development and permit review process.
6. Meets with property owners, developers, attorneys and other design professionals to discuss and resolve planning and development issues. Exercises considerable discretion in problem solving, decision-making and negotiating agreements.
7. Interprets and applies local and State laws and regulations; conducts and supervises planning studies in the community; gathers data for implementing or evaluating current and advance planning projects; and makes recommendations.

8. May conduct long-range planning assignments; performs special projects as assigned. Participates in or leads team efforts related to Comprehensive Plan, Shoreline Master Program and code amendments and updates.
9. Manages or leads in the team effort related to the preparation of Environmental Impact Statements and environmental checklists pursuant to the State Environmental Policy Act (SEPA). Develops appropriate mitigation measures and provides the local SEPA Official with recommendations concerning environmental threshold determinations.
10. Represents the City and presents oral reports at public hearings; provides staff support to a variety of boards and commissions; provides background and technical assistance to boards and committee members; attends and participates in professional groups and committees.
11. Interacts and communicates with a variety of individuals and groups for the purpose of obtaining and providing information, coordinating activities, processing projects, negotiating plan changes, and formulating recommendations.
12. Conducts highly technical research and analysis, evaluates findings, identifies significant issues, determines options, and develops staff recommendations.
13. Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
14. Performs all duties of the Planner and other duties as required or assigned.

#### **OTHER JOB FUNCTIONS:**

Establish and maintain an effective system of communication within the City and establish and maintain effective working relationships with others. Respond to Customer Service Requests and assigned public records requests; provide quality customer service; and deal courteously with the public. Attend various meetings to obtain and provide information.

#### **JOB DEMANDS:**

Work is primarily performed in an indoor office setting with occasional off-site activities and site visits in varying weather conditions. Off-site activities may require the operation of a motorized vehicle. Physical effort is needed to lift and carry office materials and supplies. Basic communication skills such as talking, seeing, and hearing are needed for frequent person-to-person contact and telephone usage. Use of hands and fingers to handle objects and control automated equipment and office machines, using finger dexterity. Patience and persuasiveness are needed when interacting with others. Must have the ability to work in a fast-paced environment and meet deadlines. Necessary aptitudes include understanding instructions, numerical aptitude, problem solving, initiative, analytic ability, memory, concentration, and judgment. Occasional travel within the region required. The nature of the work has frequent interruptions and deadlines. May occasionally be required to work beyond normal working hours.

#### **MINIMUM QUALIFICATIONS:**

##### Advanced knowledge of:

- Urban planning and zoning and environmental principles and practices.
- Planning, zoning, environmental, annexation, and other land use laws and pertinent legal decisions.
- Current literature, information sources, and analysis and research techniques in the field of urban planning.
- Site planning and architectural design.

- Principles, methods, and techniques of planning and implementing permit processing programs and work flows.
- Development review processes and procedures.
- Business writing and report preparation.
- Methods and techniques used to review and approve various planning permits and development applications.
- Pertinent local, State and Federal laws, regulations, and procedures pertaining to planning, land subdivision, and construction projects.
- Correct English usage, spelling, grammar, and punctuation.

Ability to:

- Learn City policies and procedures.
- Effectively participate in the development and modification of the City's Comprehensive Plan.
- Identify and respond to sensitive community and organization issues, concerns and needs.
- Interpret and apply local, State, and Federal policies, codes, laws and regulations.
- Read and understand site plans, building elevations, construction details, surveys, topographic maps, grading plans, and other design schematics.
- Utilize mathematics to perform calculations such as land and floor area, building heights and unit density and statistics to prepare City projections and analysis on changes in population, housing, and employment.
- Appropriately review and approve planning permits and applications.
- Conduct technical research and field studies.
- Collect, compile and analyze technical and statistical information and data, identify recommendations.
- Prepare and present clear and concise comprehensive reports.
- Communicate effectively in oral and written form.
- Maintain confidentiality.
- Use independent judgment and initiative in developing solutions to problems.
- Interact professionally with various levels of employees, officials, and customers.
- Applicable software and data applications.

Training and Experience:

A master's degree in urban and regional planning or related field, and four years increasingly responsible experience in providing professional planning services in a city or county, or as a contract planning consultant to city or county government, or a bachelor's degree in planning or a related field and five years of increasingly responsible professional planning experience, or an equivalent combination of education and experience. Certification by the American Institute of Certified Planners (AICP) is desirable.

Must possess a valid driver's license at the time of hire and meet the City's minimum driver approval standards. A Washington State Driver's License must be obtained within 30 days of hire date.

Must be able to successfully complete a background check and education verification.

*Position descriptions are intended to present a descriptive list of the range of duties necessary to describe the principal functions of the 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. Essential duties include but are not limited to those listed above.*