



CITY OF PASCO - Position Description

May - 2018

JOB TITLE:	Senior Planner
DEPARTMENT:	Community & Economic Development - Planning Division
CLASSIFICATION:	Exempt
REPORTS TO:	Community & Economic Development Director
SUPERVISES:	Planning Staff

SUMMARY OF POSITION

Position performs with substantial independence and requires frequent contact with the Boards and Commissions, other City departments and divisions, and the general public. Performs professional Urban Land Use planning work focusing on long-range, comprehensive planning and special planning projects.

ESSENTIAL JOB FUNCTIONS

- Provides technical support and policy advice to the City Planning Commission, Community and Economic Development Management, and subordinates.
- Prepares agenda items, studies, reports, and recommendations for City Council and City Planning Commission on a variety of community development issues.
- Interprets and develops recommendations regarding zoning, comprehensive and transportation planning.
- Gathers and maintains data on population, housing and community characteristics.
- Assists in the preparation of the annual budget and work program for the Planning Division.
- Develops and maintains systems and records that provide for the proper evaluation, control and documentation of assigned functions.
- Assures proper application and enforcement of City planning, environmental, and zoning ordinances.
- Develops code amendments and prepares ordinances and resolutions.
- Reviews proposed subdivisions for compliance with regulations

OTHER JOB FUNCTIONS

- Keeps current on new developments and trends in planning and building and updates and changes in state law as relating to the functions of the Department.
- Reviews local, state and federal legislation to determine impact on departmental plans, policies and strategies.
- Prepares and coordinates responses and recommendations as appropriate.
- Interacts directly with the public as necessary.
- Responds directly to citizen complaints, phone calls, and questions of sensitive or complex nature.
- Provides general and technical information and assistance to the general public.
- Performs other related duties as assigned.

WORKING CONDITIONS

Duties are primarily performed in an office environment. Position requires traveling and attendance at meetings.

MINIMUM QUALIFICATIONS - *The minimum amount of knowledge and ability required to be hired into the job.*

- Knowledge of:**
- Practices, principles, procedures, regulations, and techniques of City planning, zoning, and land use.
 - Housing and Urban Development's community development block grant entitlement program, regulations, policies, and procedures.
 - Current trends, regulations, and developments in the field of land use planning, shorelines management, and related planning activities.
 - Management and supervisory principles and practices.
 - Current and proposed legislation and laws of the local, state, and federal government that affect community development programs.

Ability to:

- Plan, organize and oversee assigned functions.
- Interpret and apply laws and regulations which pertain to community planning.
- Identify and apply for governmental and institutional grant funds.
- Deal with the public in a courteous and tactful manner.
- Develop departmental goals and objectives and to direct, conduct and implement planning activities.
- Organize facts and present recommendations in a clear, concise, and logical manner.
- Communicate effectively with individuals and groups regarding complex or sensitive issues or regulations.
- Perform the essential job functions.

EDUCATION & EXPERIENCE - *Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.*

- Bachelor's degree in Urban Planning or closely related field.
- Three (3) years of municipal government planning experience.
- One (1) year of supervisory experience.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS - *Certain licenses and certificates, if required, may be acquired on the job as agreed upon by the City and employee.*

- Valid Washington State driver license.