

**CITY OF LEAVENWORTH
JOB DESCRIPTION**

TITLE: Assistant Planner

REPORTS TO: Development Services Manager

DEPARTMENT: Development Services

**POSITIONS
SUPERVISED:** None

FLSA STATUS: Non-exempt

SALARY RANGE: \$3,922 - \$5,045 / month

POSITION SUMMARY

The Assistant Planner position is a position within the Development Services Department and reports directly to and works under the direct supervision of the Development Services Manager. The position requires the ability to read, comprehend, apply, and communicate City codes, comprehensive plans, and permit procedures, as well as State and Federal land use and environmental laws and regulations to a wide array of audiences.

The position is the initial contact person and is responsible for answering planning and land use questions from the public via telephone, email, or at the front counter. It is essential that the individual in this position be able to effectively communicate, both orally and in writing, very technical and often sensitive information. The position is required to interact daily with other staff members, the general public, contractors, architects, engineers and occasionally with elected officials.

The office setting is such that there is generally only one person in each functional position, so it is necessary that all employees work as a team. Because of the public nature of this position, the ability to establish and maintain effective and harmonious professional working relationships with City staff members, other government agency staff, development industry professionals, officials, citizen groups and individuals is critical to the position.

The daily workload is normally performed independently in accordance with established procedures and laws but may include situations requiring personal judgment and decision-making. The Development Services Manager is normally available to advise and assist when needed.

The position is a full-time 40 hour per week position and is included under the Teamster bargaining unit contract. The successful completion of a six-month trial period is a requirement of this position.

Education and Experience

- A BA degree in Urban Planning or other related degree; or,
- 3-5 years of experience in positions with primary duties involving land use, building permit, SEPA, critical areas, subdivision and other permit review; and,
- Understanding of zoning, code enforcement and ability to support the building plan review; and,
- Experience working with elected officials, appointed boards, and the public.

Job Skills

- Knowledge and experience with Microsoft Word and Excel software applications, graphic production software applications and GIS software applications.
- Excellent customer service skills including the ability to manage conflict.
- Enthusiasm for public service.
- Ability to work well within a small office environment.
- Ability to maintain confidential information.
- Capability to prioritize and organize tasks to complete work in a timely manner.
- Willingness and flexibility to continually learn and accept new tasks.
- Good organizational and multiple task management skills.
- Ability to work independently, show initiative in performing job functions and willingness to perform work.
- AICP certification desired.
- Building Inspector experience desired.

Job Duties

- Review, processing, and coordination of the following:
 - Land use and development applications, including variances, conditional use permits, shoreline substantial development permits, major short subdivisions, plat alterations, boundary line adjustments and binding site plans;
 - SEPA checklists and analysis;

- Building permits; and
- Other land use permits.
- Research and report writing.
- Evaluate and prepare or assist in writing reports which analyze City, State and Federal regulations.
- Coordinate plan review with City departments, County, State and Federal agencies.
- Prepare and make presentations before the Hearing Examiner, Planning Commission, City Council, advisory groups, citizens and other interested groups.
- Provide clerical support to the Planning Commission.
- Maintain, identify and recommend improvements to permit processes to enhance office efficiency.
- Interpret and apply local, state and federal law.
- Maintain a high level of customer service responding to questions and concerns.
- Conduct compliance audits, including but not limited to, signs, Bed and Breakfasts and shorelines.
- Manage code violation inquiries through resolution and code compliance process.
- Create maps and related support information using GIS mapping tools.
- Support to the Development Services Manager.

Work Environment

- The majority of time for this position is spent in an office setting.
- Occasional site visits and field work are required.
- Attendance at training and out-of-office meetings is required.
- Attendance at evening Planning Commission meetings, public workshops, and other meetings may be required.

Essential Job Functions

- Possession of a valid Washington State Driver's License (or ability to obtain) and a driving record free of significant moving violations.
- Must be available to meet with the public in person at the City Hall front counter.
- Ability to make on-site field visits, including but not limited to walking on uneven, rocky or rough ground in a variety of weather conditions.
- The ability to read, write, and communicate with staff and the public at meetings and day-to-

day encounters at the office.

- Ability to address difficult or angry people using conflict resolution tools.
- Ability to maintain professional composure, tact, patience and courtesy at all times.
- Ability to attend meetings outside of the 8:00—5:00 workday.
- Ability to learn and apply changes in local, state and federal land law.
- Ability to work independently.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility, and the level of knowledge and skill typically required, 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 to otherwise balance the workload.