



<b>Department:</b>	Community Development	<b>Title:</b>	Assistant Planner
<b>Bargaining Unit:</b>	Teamsters PTC	<b>FLSA Status:</b>	Non-Exempt
<b>Pay Range:</b>	\$4,026 - \$5,139 DOQ	<b>Reports To:</b>	Planning Manger
<b>Date:</b>	August 20, 2018		

### **POSITION PURPOSE:**

Serves as an entry-level professional planner. Implements the mission of the Department in order to assure orderly growth of the County and coordination of planning efforts in Urban Growth Areas.

### **POSITION OVERVIEW:**

Entry level professional position. Reports to Planning Manager. Performs a variety of professional planning duties involving the evaluation and processing of current planning projects. The Assistant Planner reviews development applications and assures compliance with various County, State and Federal laws and codes; researches, prepares and presents reports and recommendations for the County at public hearings and meetings relating to land use and environmental impact; reviews code amendments and comprehensive plan amendments; and informs the public, land developers and others of various laws, codes, regulation requirements and the Comprehensive Plan.

### **SCOPE OF RESPONSIBILITY:**

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are representative sample of the level of work appropriate to this classification:

1. Provide technical information and interpretations orally and in writing to land developers and the public concerning land use applications, County policies and regulations, zoning, subdivision, site plan review, environmental and other relevant land use related regulations and procedures.
2. Research, analyze, and prepare reports on current planning issues, environmental, and process actions going to the Hearing Examiner, Planning Commission and/or Board of County Commissioners.
3. Review assigned current projects for compliance with adopted local, State, and Federal laws, codes and regulations.

## Assistant Planner Job Description



4. Review development applications, including commercial and residential development, subdivision applications, development within shorelines, and development within critical areas.
5. Coordinate application review by meeting with County staff, affected agencies, residents and developers regarding technical deficiencies and solutions.
6. Compile data and provide assistance and written recommendations to applicants.
7. Coordinate assigned projects with County departments, school districts, public agencies and private enterprises.
8. Conduct field investigations to verify comprehensive plan and zoning code relevancy and status of potential environmental issues, such as wetlands, streams, steep slopes and shoreline areas.
9. Review proposals for compliance with State Environmental Policy Act (SEPA).
10. Compose, edit and prepare a variety of written materials including reports, discussion papers, graphics, recommendations and other materials.
11. Responds to questions from the public, applicants and developers regarding the City's development review process and assists applicants in the completion of application materials.
12. Prepares and updates maps, graphics and public information materials to support current and long-range planning projects; develops and maintains Geographic Information Systems (GIS) mapping and database records as assigned.
13. Participates on assigned committees; attends associated meetings and provides necessary support and information.
14. Reviews and makes recommendations to County codes or policy changes as appropriate and based on experience with daily operations and planning.

### **ADDITIONAL RESPONSIBILITIES:**

1. May assist Code Enforcement Officer in performance of his/her duties.
2. Performs research tasks as assigned.
3. Prepare standard legal documents associated with development permits and minor administrative development applications.
4. Works with other members of the Department in collaborative problem solving and completion of tasks.
5. May serve the County in a support role in the event of an emergency or disaster.
6. Other duties as assigned.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Knowledge of:**

- ◆ The principles and practices of planning
- ◆ Growth Management Act, SEPA, Shoreline Management Act and other State laws

## Assistant Planner Job Description



- ◆ Principles and practices of research and data collection of land use information
- ◆ Effective technical writing techniques
- ◆ Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situation
- ◆ Public relations and interpersonal skills using tact, patience, and courtesy

### **Ability to:**

- ◆ Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- ◆ Ability to work on several projects or issues simultaneously
- ◆ Ability to work independently or in a team environment as needed
- ◆ Ability to attend to details while keeping big-picture goals in mind
- ◆ Ability to organize and prioritize workload
- ◆ Ability to read and understand maps, architectural plans, and ability to use architect's and engineer's scales and perform mathematical calculations
- ◆ Ability to perform site visits on varied terrain and conditions required

### **Skills in:**

- ◆ Oral communication and interpersonal skills to explain rules and procedures clearly and concisely to the public, elected officials, and stakeholders with tact and confidence
- ◆ Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems
- ◆ Effective written and oral communications
- ◆ Highly proficient public relations and interpersonal communications
- ◆ Computer and equipment operations necessary to the functions of the position including the use of a variety of software programs such as Windows, MS Office (inclusive of Word, Excel, Access and PowerPoint), and ESRI GIS viewing products
- ◆ Being flexible and adaptable to changing priorities

### **BEHAVIORAL STANDARDS:**

- ◆ Respectful, courteous, and friendly to customers, other County employees, and County leadership; demonstrates and maintains honest and ethical behavior. Develops and maintains a positive working relationship with peers and management
- ◆ A team player that helps the organization meet its objectives; takes initiative to meet department and county goals
- ◆ Effectively communicates with customers and other County employees. Positively represents the County, maintaining the trust County residents have placed in each of us



### **WORKING CONDITIONS:**

- ◆ Duties are performed primarily in an office environment and public settings, but do include outside inspections subjecting this position to a variety of weather and driving conditions
- ◆ Work is mostly performed independently but does include small and large group settings
- ◆ Demands of managing multiple activities, addressing citizen needs and meeting established timeframes for work performance may cause stressful situations
- ◆ Work under pressures and under high liability exposure
- ◆ Position requires appropriate attire and image, projecting a professional attitude
- ◆ Evening meetings are a required part of this position
- ◆ Out-of-town travel and a non-traditional work schedule may be required, at the sole discretion of the County

### **PHYSICAL REQUIREMENTS**

- ◆ Sitting for extended periods of time while working at a computer, preparing written documents, attending meetings and driving a passenger vehicle
- ◆ Climbing stairs in County offices and other agency buildings
- ◆ Lifting (up to 40 pounds waist high), bending, stooping and twisting
- ◆ Manual dexterity for the operation of a keyboard for computer and equipment use
- ◆ Negotiating uneven terrain while performing site inspections
- ◆ Sight and hearing of acceptable standards

### **MINIMUM QUALIFICATIONS:**

- ◆ A bachelor's degree in planning, law, architecture, engineering, natural resources, government administration or other closely related field;
- ◆ One (1) year experience in a public planning, public works, or natural resources agency involved in planning, permitting, and regulatory practices;
- ◆ Proficient use of desktop/laptop computers, associated software programs, and relevant office and field equipment;
- ◆ Membership in the American Institute of Certified Planners or registration as a Professional Engineer (Washington State) is desirable;
- ◆ A valid Washington State Driver's License



**CLOSING STATEMENT**

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

**Reviewed by:**

\_\_\_\_\_  
Incumbent Signature

\_\_\_\_\_  
Date

**Witnessed By:**

\_\_\_\_\_  
Supervisor or HR Signature

\_\_\_\_\_  
Date

Chelan County is an equal opportunity employer and does not discriminate on the basis of disability in the admission or access to, treatment or employment in its programs or activities.  
ADA accommodations available upon request.