



POSITION DESCRIPTION

Job Title	Part Time Associate Planner (0.70 FTE – 28 Hours Weekly)
Department	Public Works
Representation	IBEW
Compensation	Grade 23 – Salary Range \$51,018.24 - \$62,025.60 Annually \$4,251.52 - \$5,168.80 Monthly
FLSA Status	Non-Exempt

GENERAL PURPOSE

The Associate Planner position performs professional assignments in municipal planning activities such as comprehensive planning, neighborhood planning, environmental/natural resources planning, zoning, code development and land use permit processing for shoreline, zoning, subdivision, environmental and other discretionary land use permits.

This position works independently in making decisions regarding work processes or methods which will be used. Assignments require analysis of a variety of laws, rules, policies, procedures and standards, and development of strategies to resolve problems consistent with established standards. Coordinates work within the department, between departments, and with the public and/or other governmental entities. The position provides support to advisory boards and appointed officials as assigned and may make presentations to them and the public.

SUPERVISION

This position performs under the general direction of the Mayor or Designee, and the direct supervision of the Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Although the primary duties of the Associate Planner are listed below, 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 this position. Primary duties include but are not limited to:

- Develops or assists in the development of studies, reports, correspondence, maps and graphics related to all planning functions including comprehensive plan elements, implementing programs and development regulations;
- Reviews development applications and site plans for completeness and conformance with policies, codes, plans, and regulations; coordinates review with other City departments and governmental agencies;
- Leads updates and maintenance of the Comprehensive Plan and land development regulations;
- Coordinates environmental review of plan and code amendments and/or development applications and determines impact mitigation and requirements for compliance with codes and development standards;
- Prepares Ordinances and revisions of existing Ordinances pertaining to land use and development;

- Prepares and makes presentations on development or planning issues or proposals to governmental bodies, the Hearings Examiner, Planning Commission, citizen groups, other advisory bodies, City Council and the public;
- Researches, collects and analyzes a variety of statistical and/or technical data to apply to planning, regulation, zoning or land use issues;
- Evaluates and prepares or assists in the evaluation and preparation of reports analyzing zoning, conditional use permits, shoreline/environmental permits, variances and other discretionary permit applications;
- Performs field inspections to gather data relevant to the amendments to the Comprehensive Plan and regulatory code, the development review process and/or to verify that development projects comply with approved plans/permits;
- Oversees land use consultant contract, and seeks and administers grant funded planning projects;
- Acts as liaison between citizens, community groups, government agencies, developers and elected officials in developing citywide, community, and neighborhood plans, and in developing new or revised zoning and development regulations;
- Coordinates community review of public and private development projects and amendments to the Comprehensive Plan and development regulations;
- Coordinates with senior staff on complex cases by gathering and analyzing data, preparing reports and documents for hearings and appeals and/or for review by advisory bodies, and/or appointed or elected officials;
- Processes annexations;
- Researches and compiles data related to City demographics and population;
- Responds to inquiries on problems, questions, and complaints and works to resolve citizen issues;
- May issue permits for land use actions;
- Provides information and technical assistance to the public, other agencies, and City staff;
- Provides staff support to Planning Commission, other commissions and/or committees, including agenda preparation and meeting notification;
- Attends substantial number of evening and weekend meetings;
- Maintains records and files and performs routine administrative tasks;
- Performs other work as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in planning, public policy, urban design, or related area of study;
- Three years of progressively responsible relevant planning work experience;
- Combination of education, experience and training that indicates the ability to successfully perform the essential functions may be considered.

Preferred Qualifications

- Registration as an AICP
- Three years of experience in the review of Development Plans and Permits

Necessary Knowledge, Skills, and Abilities:

Knowledge of:

- Principles and practices of urban planning and zoning;
- Zoning, subdivision concepts and processes;
- Landscape planning, both as to principles of site design and use of plant materials;
- State shoreline management, environmental review procedures and requirements;

- Site planning principles and methods;
- Laws underlying general plans, zoning and land divisions;
- Current literature, information sources and research techniques in the field of urban planning;

Skill in:

- The operation of personal computers, including word processing and related software, and permit tracking systems; may involve experience with GIS systems.
- The use of principles and practices of planning and development to assess and understand issues, evaluate options, form accurate conclusions, and make decisions.
- Effectively expressing information through the spoken word using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience.
- Effectively conveying ideas and information in writing using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the reader. Skill in creating graphic designs and presentations and render maps/site plans via sketches and/or computer graphics is highly desirable.
- Building and maintaining internal and external customer satisfaction with the services provided by the City of Milton.

Ability to:

- Perform complex professional planning work with a minimum of supervision and make independent investigation of assigned cases and issues;
- Conduct and analyze planning studies and present the findings in an understandable manner;
- Apply planning principles and practices to specific problems and formulate recommendations;
- Effectively plan and coordinate activities, services, and schedules to ensure smooth and efficient operation of work and to meet deadlines within time frames.
- Adapt easily to changing business needs, conditions and work responsibilities. Adapt approach, goals and methods to achieve successful solutions and results in dynamic situations.
- Exercise good judgment in determining when issues require involvement of supervisors;
- Work under pressure and meet established deadlines;
- Establish and maintain positive, effective working relationships with those contacted in the performance of the work;
- Maintain regular, reliable, and punctual attendance.

Licensing and Other Requirements: Valid Washington state driver's license and a driving record acceptable to the City's insurance carrier or evidence of equivalent mobility.

Tools and Equipment Used: Operates a variety of office machines including personal computers and related equipment, applicable software applications; calculator, copier and other specialized equipment related to assigned activities.

PHYSICAL DEMANDS

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to sit, talk, and hear; frequently required to use hands to finger, feel or handle objects, computers and office supplies which require repetitive arm, wrist and hand movement.
- May be required to sit for extended periods of time to perform data entry and respond to customers.
- Frequently required to stand and reach with arms and hands.

- Occasionally required to climb, balance, stoop, kneel, crouch, bend or crawl.
- Specific vision abilities including close, distant, color and peripheral vision, depth perception and the ability to adjust focus.
- The employee is occasionally required to lift or move up to 25 pounds.
- Requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works indoors in a clean, climate-controlled workspace.
- This position works in an open office environment where the work of others may cause distraction in addition to the requirement to respond to phones and in-person contacts.
- May be exposed to upset and irate customers and clients.
- Work generally involves concentration and attention to detail.
- Occasionally requires visits to other City environments, to field sites, and may require travel for training.

DISCLAIMER

The duties listed above are intended only as 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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Milton is an equal opportunity employer and does not discriminate based on disability, race, marital status, gender, religion, age or national/ethnic origin.

The 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.