

Title: Lead Planner
Reports To: City Administrator
Salary Range: 37

JOB OBJECTIVE:

The Lead Planner is responsible for implementing the mission of the Public Works Department by assuring the orderly growth of the City. The position is responsible for comprehensive land use planning, design review, and evaluating any potential environmental impact through the State Environmental Policy Act (SEPA) process.

ESSENTIAL FUNCTIONS:

- The Lead Planner coordinates with planning staff to ensure code compliance, environmental stewardship, technical completeness, and contract compliance.
- Works with applicants to review site development plans, safeguards compliance with applicable regulations, and produces alternatives to meet the city's and applicant's objectives.
- Secures compliance with zoning ordinances, ability to apply the Shoreline Management Act (SMA) and the Comprehensive Plan as needed.
- Possesses a high degree of familiarity with land use applications: (Conditional Use Permits (CUPs), subdivisions, short plats, rezones); and GIS mapping coordination.
- Schedules projects proposed for review in a timely manner and coordinates reviews with staff and other bodies such as the Planning Commission, Hearing Examiner, State agencies, and/or City Council.
- Makes recommendations for the Planning Commission. Supervises schedules and prepares agendas for Commission meetings. Holds public meetings or hearings related to projects, including public notices, press releases, and communications with affected property owners in compliance with adopted procedures.
- Arranges site visits and meeting logistics as required. Attends meetings and makes oral presentations of proposals. Presents project concepts, and/or alternatives to various internal or external groups for advice, consensus and approval. Responds to public and media inquiries and complaints to ensure public awareness of proposed project plans.
- Prepares, files and maintains both paper and on-line computerized records throughout the life of a project. Ensures adequate project history for compliance with a variety of federal, state and local regulations and provides base information to update existing records and map systems.

- Maintains a history of commission proceedings, including agendas, minutes, etc. in accordance with state records retention regulations.

QUALIFICATIONS

- Requires a minimum of 3 years progressive experience in municipal government in applying and interpreting environmental policies and regulations.
- Education equivalent to a Bachelor's degree in urban planning or related field.
- Must understand land use and environmental review requirements and their application in the overall permit process.
- Must be able to analyze and diagnose problems as well as research and interpret codes, regulations, plans and specs, legal descriptions, and various governmental documents.
- Must be skilled in problem solving and have the ability to make immediate decisions.
- Negotiation, arbitration and conflict resolution skills are essential to balance the needs of both internal and external customers.
- Must effectively communicate complex and technical concepts orally and in writing.
- Proficiency with computers.
- Attendance at evening meetings is required.
- A valid Washington State driver's license and a driving record acceptable to the City's insurance carrier.

EQUIPMENT UTILIZED:

Various types of materials and equipment are used: paper records, budgets, approved plans and specs, print media, RCWs and WACs, engineering and architectural standard references, surveys, site, building and area maps, local, county, state and federal codes, computers, communications devices, computer spreadsheets, CAD/GIS, and other agency documents and maps, drafting tools, templates, drawing aids and materials, models photography equipment, audiovisual equipment and calculator. Future work practices may necessitate the use of additional tools and equipment.

WORKING CONDITIONS AND PHYSICAL ABILITIES:

Work is of an administrative nature and typically performed indoors. Periodic outdoor inspections require combinations of standing and walking, outdoors in all kinds of weather

conditions, with occasional lifting of 10–30 lbs. The work environment is sometimes stressful in trying to meet customer needs and/or dealing with confrontations between developers and contractors. There is some exposure to noise, vibration, fumes, odors, and dust as well as to traffic, construction equipment, slippery work surfaces and uneven terrain. Protective clothing such as hard hat, steel-toed boots, and safety vest and rain gear may be required at times.