



CITY OF KENNEWICK
Revision Date: Sep 1, 2017

Planning Director

Class Code:
D61-06

Bargaining Unit: Non-Contract

SALARY RANGE

\$10,190.00 - \$14,266.00 Monthly
\$122,280.00 - \$171,192.00 Annually

CLASSIFICATION SUMMARY:

CORE VALUE STATEMENT

The City of Kennewick will provide excellent public service and ensure the safety and wellbeing of our community and one another through the empowerment of each employee. We value integrity, inclusiveness, stewardship, and communication. We are accountable to our community for innovative and collaborative efforts that anticipate needs, leverage resources, and deliver solutions.

SAFETY STATEMENT

We expect our employees to ensure compliance with all applicable safety practices and policies, including those established by OSHA/DOSH regulations and by the City's Accident Prevention Plan. This includes but is not limited to actively identifying and correcting potential hazards that may affect employee and public safety, including those identified by co-workers. Leading by example to promote a positive culture of workplace safety through everyday action; emphasizing safe completion of work throughout all aspects of developing and carrying out work plans.

CLASSIFICATION SUMMARY

Under general direction, researches and analyzes data and policy implications, writes reports, drafts regulations and plans and assists public in understanding and complying with City's long range planning and zoning policies and procedures

ESSENTIAL DUTIES:

1. Supervises the performance of professional planner and office clerk. Supervision includes training, work assignment and review, performance evaluation, and making hiring and termination decisions.
2. Coordinates the development of short and long range plans including comprehensive plan by prioritizing, scheduling and delegating tasks, coordinating efforts of consultants, citizen group and staff and designing and compiling finished product..
3. Collects data from other City departments and government agencies and prepares reports and staff recommendations regarding the application of City regulations to achieve goals of health, safety and welfare of citizens.
4. Participates in Planning Commission and Board of Adjustment meetings to present information and make recommendations regarding planning and zoning issues. Serves as secretary to the Planning

Commission.

5. Provides information to developers, engineers, architects and general public on planning and zoning policies and procedures and explains to property owners how to comply with City procedures regarding land use and construction.

6. Performs special assignments (i.e. preparing landscape and sign ordinance with special committee and Americans with Disability Act (ADA) with ADA committee) by researching data, soliciting and incorporating input from others and compiling documents detailing findings.

7. Researches planning policies for the City's compliance with state regulations. Reviews commercial, industrial and multi-family site design applications and preliminary or conceptual drawings to ensure project meets applicable laws, reviews any code or plan amendments for the Planning Commission and Council approval, and prepares findings of fact and recommendations for Planning Commission, City Council and other governing boards as required.

8. Drafts legal ordinances and documents which implement City Council and Planning Commission actions, and monitors activities to ensure compliance.

9. Performs other duties of a similar nature or level. As Required

MINIMUM QUALIFICATIONS:

Bachelor's degree in urban planning or a related field and three or more years of previous experience in municipal planning or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above.

***Incumbent must hold a bachelor's degree or higher to realize 100% of the maximum salary for this position. Incumbents holding an associate's degree may realize 95% of the maximum salary, and incumbents without a degree may realize 90% of the maximum salary for this position.**

KNOWLEDGE, SKILLS & ABILITIES:

To perform the essential functions of the job, incumbents must be able to perform the following:

Fingering, talking, hearing/listening, seeing/observing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.