



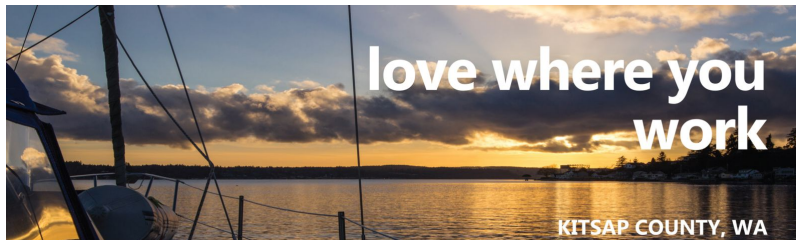
KITSAP COUNTY
invites applications for the position of:
PLANNER

SALARY: \$30.84 - \$42.51 Hourly
\$64,147.20 - \$88,420.80 Annually

OPENING DATE: 09/06/19

CLOSING DATE: Continuous

OVERVIEW:



KITSAP COUNTY COMMUNITY DEPARTMENT OF COMMUNITY DEVELOPMENT (DCD)

Kitsap County DCD seeks a **PLANNER** to join our team of professionals.

Under the direction of the assigned supervisor, the incumbent performs varied and responsible professional planning work to evaluate, review, and process routine land use and environmental applications related to regional and community development in accordance with established procedures. Our planners specialize in plan reviews of a specific nature, support development of planning studies, and make recommendations pertaining to land use, environmental use, and advanced planning impacts. Planners will perform code development research and drafting, support implementation of land use and environmental regulations, and present technical reports and recommendations to hearings bodies.

DCD focuses on enabling and assisting our Kitsap residents in building affordable, structurally sound, and environmentally conscious developments in the Kitsap Community. We provide our team the opportunity to learn and grow within our positive and innovative work environment; we empower our team to make decisions and pride ourselves on a culture of continuous improvement. Please learn more about the department at our [County webpage](#).

QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS:
Required Education and Experience

- Bachelor Degree in Planning, Environmental Planning or closely related field from a college or university accredited by an agency recognized by the US Department of Education; AND
- Two (2) years of full-time professional experience with planning processes related to permit processing and community development is required; OR
- An equivalent combination of experience and education which provides the applicant with the desired skills, knowledge, and ability required to perform the work.

Preferred Education, Experience or Other Qualifications

- Experience with land use or current planning.

- Experience with environmental permitting.
- Experience with permit processing practices under differing sub-area plans.
- Experience with electronic plan submittal and review.
- American Institute of Certified Planners certification.

Prior to employment, the successful candidate must:

- Submit official transcripts from an accredited college or university or business school, if education is being used to meet the minimum qualifications.
- Pass all job-related examinations/tests necessary to demonstrate required knowledge, skills and abilities, as determined by the hiring authority at time of job posting.

ILLUSTRATIVE EXAMPLE OF DUTIES:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions

- Review land use and environmental applications and site plans for compliance with local and state regulations and plans.
- Conduct project review meetings and site inspections as necessary to identify any applicable conditions and potential impact of project.
- Monitor assigned land use and environmental applications through approval, developing and preparing additional related data as required.
- Prepare staff reports of findings, including recommendations and supporting data for approval and submission to the Hearing Examiner, Planning Commission and/or Board of County Commissioners.
- Provide information to property owners, investors, real estate developers and other interested parties pertaining to land use applications, ordinances, codes and related community development information.
- Assists zoning and building inspectors in assuring compliance with applicable codes and ordinances. Works with the staff for legal action to resolve troublesome or non-complying cases.
- Communicate with the public on a variety of land use and environmental matters.
- Conduct and prepare limited technical research and recommendations for drafting or revising local development legislation and plans.

Working Conditions & Physical Activities:

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Positions in this class typically require:

- Working primarily in an office with some field inspection work.
- Attendance at meetings outside of normal working hours at various locations throughout the County and occasional travel outside the County may be required.
- Walking and balancing (short and long distances)
- Climbing, including property slopes and banks and uneven ground
- Bending, stooping, twisting
- Reaching above and/or below shoulder
- Handling/grasping documents or equipment
- Sitting for extended periods of time
- Standing for long periods of time and the ability to walk through rough or uneven terrain may be required to conduct field inspections.
- Clear speaking and adequate hearing sufficient to communicate effectively and respond appropriately in-person and/or on the telephone
- Hearing audible signals, safety warning devices, phones, traffic, and equipment
- Vision sufficient to read source materials, computer screen data, see detail or color, review plans, inspect field sites and discriminate color-coded safety information.
- Repetitive motions for computer, tool and equipment use.

- Requires exertion of force of 20 pounds occasionally, 35 pounds intermittently to lift/carry/move objects, files/documents and other materials or equipment.

Incumbents may be exposed to:

- Potentially hazardous conditions on construction sites, including machinery and forklifts.
- Violent or hostile individuals.
- Inclement weather while conducting field inspections (temperature extremes, slippery surfaces).
- Road and traffic hazards.
- Nuisance dust.

OTHER POSITION RELATED INFORMATION:

- **Who May Apply:** This position is open to the general public. Applications will be screened for qualifications and completion of all the required materials and forms. The most competitive applicants may be contacted for further steps in the selection process, which may include testing for office and computer skills.
- This position is not eligible for overtime under the Fair Labor Standards Act (FLSA).
- The position is covered under a collective bargaining agreement.
- Incumbents may be required to work over 40 hours in a workweek.
- Kitsap County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations and ordinances. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact our Human Resources Office.
- Work hours for this position are normally Monday – Friday, 8 a.m. – 4:30 p.m.

This position will be open until filled. First review of applications will be the week of September 16, 2018.

In-person interviews of eligible candidates tentatively planned for September 26-27.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/kitsap>

Position #2019-01519
 PLANNER
 MT

614 Division St, MS#23A
 Port Orchard, WA 98366
 360.337.7185

cmackie@co.kitsap.wa.us

PLANNER Supplemental Questionnaire

- * 1. (REQ-1) I certify that I have read the complete job classification for this position and I am able to perform the essential functions of this position, with or without reasonable accommodations.
- YES
 NO
- * 2. (REQ-2) I understand that all related experience must be listed under the Work Experience section of this application and that it must include a detailed explanation of my roles and responsibilities at each relevant employer. I also understand that resumes are not rated or reviewed for minimum and preferred qualifications and that an incomplete application or lack of details will disqualify my application. (Please note: The quality and completeness of the application will be considered in determining whether applicants will move to the next phase of the screening.)

YES NO

- * 3. Please select what answer best describes how you meet the minimum qualifications for this position:
- Bachelor Degree in Planning, Environmental Planning or closely related field and at least two (2) years of full-time professional experience as an Associate Planner with an emphasis in community development.
 - Associate's Degree and at least four (4) years of full-time professional experience as an Associate Planner with an emphasis in community development.
 - At least six (6) years of full-time professional experience as an Associate Planner with an emphasis in community development.
 - None of the above.
- * 4. Do you have experience with land use, current planning, and/or environmental planning?
- YES
 - NO
- * 5. Please describe your professional experience with land use, current planning, and/or environmental planning?
- * 6. Do you have experience with permit processing practices under differing sub-area plans and/or experience with electronic plan submittal?
- YES
 - NO
7. Please describe your experience with permit processing practices under differing sub-area plans and/or experience with electronic plan submittal.
- * 8. Do you have an AICP Certification?
- YES
 - NO
- * Required Question