

**City of Moses Lake**  
**An Equal Opportunity Employer**  
**Job Description**

**Job Title:** Associate Planner  
**Department:** Community Development  
**Reports To:** Planning Manager  
**Salary Range:** \$56,201 (Entry) to \$70,262 (Step A)

**OVERVIEW OF THE POSITION:** Performs a variety of routine and complex administrative, technical, and professional work in the current and/or long range planning programs of the city related to the development and implementation of land use, zoning, comprehensive planning, and related municipal plans and policies; and assists with implementation and management of various provisions of the Growth Management Act.

**RESPONSIBILITIES/DUTIES:** The following is representative of the duties of an Associate Planner. Not every job element will be done by individual incumbents. Specialized tasks and jobs will be assigned by immediate supervisor.

Performs technical review of projects and permit applications; and applies land use policies and codes.

Gathers, analyzes, interprets, and evaluates data concerning population, economy, housing, transportation, circulation, capital facilities, environment, existing land use, land use capacities, and other planning related subjects; and prepares clear, concise, and accurate reports using data and cartographic or statistical methods.

Provides information to public regarding zoning, permit requirements, demographics, land use, and planning related inquiries; assists in the enforcement of city land use regulations; maintains land use inventory, demographic information, and planning related data inventories; and reviews, maintains, develops, or amends existing legislation including zoning ordinances, subdivision ordinance, Shoreline Management Master Plan, Comprehensive Plan, and planning related legislation.

Assists with or prepares and presents written, oral, and visual reports to City Council, Planning Commission, Hearing Examiner, Parks Commission, and Healthy Communities, city staff, outside community associations, civic organizations, and special interest groups; and assists in the coordination of intergovernmental interests between agencies and departments.

Generates information, and gathers technical information from the Engineering Division for the Comprehensive Plan, including developing the methodology and implementation for impact fees and system development charges.

Assists in developing a transportation element of the Comprehensive Plan, including street and traffic studies, determining level of service for streets and intersections.

Assists in the presentation of plans and studies for impact fees relating to the transportation element of the Comprehensive Plan.

Assists in the organization of and attends public meetings regarding implementation of the Growth Management Act, impact fees and the transportation element of the Comprehensive Plan.

Assists in the plat review process.

Assists in preparation of grant applications for federal or state funds for street, water, sewer, and miscellaneous projects, including cost estimates, data collection, and other duties as required.

Performs current and/or long range planning and implementation as required by the Growth Management Act, other laws and ordinances, and City Council and/or Planning Commission direction.

Oversees planning assignments and assists the Healthy Communities program to achieve goals within available resources; plans and organizes workloads and staff assignments; evaluates assigned staff; and reviews progress and recommends changes as needed.

Serves as team leader in the coordination of the Healthy Communities program in the development of their short and long range plans.

Researches and develops long term objectives, strategies and approaches to urban development, redevelopment, revitalization, and business incentives; assists in the implementation of economic development plans, initiatives and grant projects; and serves as staff liaison/ombudsman to the business community providing assistance to facilitate efficient business/city relationships.

Conducts meetings/workshops with the business community and prepares and presents economic development plans and information.

Assists in the facilitation of public meetings.

Represents the city at meetings and conferences.

Provides community liaison activities in support of planning related projects.

Provides support to co-workers and to the Planning Manager in the office and at meetings.

Assists in the organization of and attends public meetings related to current and long range planning and implementation.

Performs other work as assigned.

**WORK SCHEDULE:** The "normal" work schedule is 40 hours per week, 8 hours per day 5 days per week (Monday through Friday). Working an irregular schedule, including evenings and weekends may be required, depending on work of developers and contractors. The exact schedules may be flexible, depending on the requirements of the division and the demands of the work load, and are assigned and approved by the Planning Manager. The City of Moses Lake requires punctual attendance, working on-site as necessitated by job elements, working a full-time shift, and working effectively and productively with others. Full or partial absences during any scheduled shift, arriving late, or leaving early, for whatever reasons, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, personal emergency, or other personal time off.

**EDUCATION/VOCATIONAL PREPARATION:** Any combination of experience, training, or education that demonstrates the knowledge, skills, and abilities to do the job.

**TRAINING PERIOD:** In order to experience the full range of responsibilities and duties, employees will serve a review and evaluation period of not less than six (6) months and no more than twelve (12) months. Exact duration will be established by the immediate supervisor and identified on hiring document.

**PHYSICAL DEMANDS:**

Endurance - Moving About: Frequently (1/3 to 2/3 of the time) - Move from location to location.

Endurance - Overall Strength: Light Work - Exerts force and/or lifts or carries objects weighting up to 20 pounds often and up to 10 pounds frequently.

Walking: Frequently (1/3 to 2/3 of the time) - Move about on foot

Sitting: Occasionally (up to 1/3 of the time) - Remain in a seated position.

Lifting/Carrying: Periodic - Does not occur on every shift. Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.

Pushing/Pulling: Periodic - Does not occur on every shift. Push by exerting force on an object so that it moves away from the force or worker (including slapping, striking, kicking, and treadle actions); and/or pull by exerting force on an object to that it moves toward the force or worker (including jerking).

Controls: Periodic - Does not occur on every shift. Use one or both arms and/or hands and/or one or both feet or legs to move controls on machinery or equipment.

Climbing: Occasionally (up to 1/3 of the time) - Ascend or descend ladders, stairs, scaffolding, ramps, poles, ropes, and the like using the feet and legs and/or hands and arms.

Balancing: Periodic - Does not occur on every shift. Maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.

Bending/Stooping: Periodic - Does not occur on every shift. Stoop by bending the body downward or forward by flexing the spine at the waist, and/or bend by extending the spine backward or from side to side.

Kneeling/Crouching: Periodic - Does not occur on every shift. Kneel by bending the legs at the knees to come to rest on the knee or knees, and/or crouch by bending the body downward and forward by bending the legs and spine.

Reaching: Frequently (1/3 to 2/3 of the time) - Extend the hands and arms in any direction.

Handling: Periodic - Does not occur on every shift. Seize, hold, grasp, turn, or otherwise work with the hand or hands (fingering not involved).

Rotation: Periodic - Does not occur on every shift. Twist and turn the spine or a ball and socket joint such as the shoulder or hip.

Talking: Constantly (2/3 or more of the time) - Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.

Hearing: Constantly (2/3 or more of the time) - Perceive the nature of sounds by the ear.

Seeing: Constantly (2/3 or more of the time) - Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.

### **SPECIALIZED DEMANDS:**

Driving: Frequently (1/3 to 2/3 of the time) - A current, valid, and properly classed driver's license is required; driving record must, for a period of three years immediately preceding employment or any date during employment thereafter, be free of any violation for: 1) reckless driving, 2) hit and run, 3) driving under the influence of alcohol or drugs, or 4) more than one moving violation of any other type. Operate motor vehicle, as in a car, van, or truck, in the course of one's employment.

Video Display Terminals: Occasionally (up to 1/3 of the time) - Read or obtain information from a monochrome or color video display terminal (computer monitors).

Keyboards: Occasionally (up to 1/3 of the time) - Enter data on keyboards (typewriter, computer, ten key, or customized key pads).

## **ENVIRONMENTAL CONDITIONS:**

Location: Both Inside and Outside - Work is primarily inside (where there is protection from weather, but not necessarily from temperature changes), with up to 1/4 of time spent outside (where there is no effective protection from weather).

Stairs/Steps: Periodic - Does not occur on every shift. Ascend or descend stairs, steps, or similar uneven surfaces to access any required work area or other area related to functioning in the workplace.

Extreme Cold: Periodic (up to 1/4 of the time) - Does not occur on every shift. Endure temperature/s sufficiently low to cause marked bodily discomfort unless exceptional protection is used.

Extreme Heat: Periodic (up to 1/4 of the time) - Does not occur on every shift. Endure temperature/s sufficiently high to cause marked bodily discomfort unless exceptional protection is used.

Wet Conditions: Periodic - Does not occur on every shift. Endure contact with water or other liquids.

Noise/Vibration: Periodic - Does not occur on every shift. Endure sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing, and/or sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.

Unique Hazards: Periodic - Does not occur on every shift. Endure situations in which there is exposure to the definite risk of bodily injury, including atmospheric conditions; proximity to moving mechanical parts; exposure to electrical shock; work in high, exposed places; exposure to radiation; working with explosives; or other unique environmental conditions.

## **LEARNING DEVELOPMENT DEMANDS:**

Reasoning: Intermediate - Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Mathematical: General - Calculate algebraic and trigonometric variables and formulas; monomials and polynomials; ratio and proportion variables; and square roots and radicals. Calculate plane and solid figures; circumference, area, and volume; and understand kinds of angles, and properties of pairs of angles.

Reading: Elevated - Read literature, technical material and journals, financial reports, and legal documents.

Writing: Intermediate - Prepare letters, memoranda, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Speaking: General - Speak before groups with poise, voice control, and confidence, using correct English and well-modulated voice.

### **TEMPERAMENT REQUIREMENTS:**

Directing/Controlling: Accept responsibility for formulating plans, designs, practices, policies, methods, regulations, and procedures for operations or projects; negotiate with individuals or groups for agreements or contracts; and supervise subordinate workers to implement plans and control activities.

Influencing: Write, demonstrate, or speak to persuade and motivate people to change their attitudes or opinions, participate in a particular activity, or purchase a specific commodity or service.

Variation: Make frequent changes of tasks involving different aptitude, technologies, techniques, procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.

Elevated Stress: Cope with high-pressure and often frustrating circumstances which could occasionally be dangerous to self or others.

Interpersonal: Demonstrate willingness to allow interpersonal relationships in job situations beyond receiving work instructions.

Decisive: Solve problems, make evaluations, or reach conclusions based on subjective or objective criteria, such as the five senses, knowledge, past experiences, or quantifiable or factual data.

### **RELATIONSHIP REQUIREMENTS:**

Data: Coordinating - Determine time, place, and sequence of operations or action to be taken on the basis of analysis of data; execute determinations and/or reports on events.

People: Negotiating - Exchange ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions, or solutions.

**OTHER:**

Condition of Employment: Beyond the established and prescribed review and evaluation period, all positions with the City of Moses Lake are terminable at the will of the city, within the guidelines of the Municipal Administrative Code and as provided bylaw.

This 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.

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. MANAGEMENT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.