



CITY OF BAINBRIDGE ISLAND
invites applications for the position of:

Senior Planner (Limited Term)

SALARY: \$36.38 - \$45.63 Hourly
\$6,306.00 - \$7,909.00 Monthly

OPENING DATE: 06/11/19

JOB PURPOSE/SUMMARY:

This is a limited-term position in the Long Range Planning section, scheduled for 24 months. Open until filled; cutoff for first review of applications is 4 pm, July 16, 2019.

This position will focus on projects related to the implementation of action items from the City's [Comprehensive Plan](#) update. Specifically, this position will lead the City's work to update subarea plans for the Winslow downtown core, as well as other smaller neighborhood centers. This work will involve coordination with external consultants and community stakeholders. The position will require extensive public engagement and outreach. Previous experience with subarea plans or similar projects, particularly in conjunction with a downtown retail district, is preferred. Demonstrated experience developing and leading public engagement and outreach efforts is also desired.

The Senior Planner performs a variety of highly complex and professional current or long-range planning duties, depending on assigned area. Responsibilities may include project management of planning activities, preparation and/or administration of the Comprehensive Plan, public policy and development regulations, and implementation and administration of state statutes. The Senior Planner works with a team of professional planners and support staff and drafts, reviews, processes and implements ordinances and a variety of planning policy documents. Individuals assigned to this position are assigned work with a high level of responsibility and independent judgment, and are expected to provide guidance and advice to Department staff.

About the City of Bainbridge Island

The City of Bainbridge Island is a vibrant community with small-town feel, 52 miles of scenic shoreline and densely forested areas. Our employees are the most important asset in preserving and enhancing the special character of the Island, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

City Vision

A healthy Bainbridge Island, now and for future generations.

City Mission

Serve and respond with skill, trust, and care.

City Values

- Stewardship: We manage our resources with intention.
- Professionalism: We bring knowledge to our work and energy to new challenges.
- Connection: Respect and communication are central to our success.
- Balance: Personal well-being improves our work and makes our organization strong.

ESSENTIAL FUNCTIONS:

The Senior Planner classification is distinguished from the Associate Planner classification by the assignment of more complex duties and responsibilities. Some essential functions are specific to an assignment area, and some are applicable to all areas.

- Functions as a member of the Planning and Community Development team, working closely with the Current Planning Manager, Department Director, and/or others to guide and help coordinate planning, complex projects, and day-to-day activities.
- Makes presentations to and/or participates in hearings before the City Council, Hearing Examiner, Planning Commission, Design Review Board and other citizen advisory groups; attends public meetings and presents information on planning and zoning issues.
- Analyzes complex land use issues and develops multi-faceted solutions for review by senior management staff; assists in researching and developing code interpretations.
- Implements the Washington Growth Management Act, State Environmental Policy Act, Shorelines Management Act and Platting and Subdivision Act.
- Develops and administers development regulations, including zoning, land division, environmental (critical areas) and natural resources (forest practices and shorelines).
- Coordinates project planning with local, state and federal agencies as appropriate.
- Assists in training and mentoring other staff.
- Maintains timely and regular attendance.
- Other duties as assigned.

Current Planning

- Provides comprehensive technical and professional planning services to the general public and development professionals for all applicable codes, ordinances and regulations involved in the permit process, ensuring land use and development projects are in conformance with City goals, policies and regulations, as well as in compliance with state and federal regulations; assistance may be given at the front counter, in small groups, by phone or by email.
- Leads and coordinates land use applications through review, recommendation, documentation, decision preparation, review by other departments and agencies, and permit issuance.
- Conducts site visits of land use applications and building permit applications.

Long Range Planning

- Maintains the City's Comprehensive Plan and land use development regulations through state-mandated and community driven updates, amendments and implementing actions.
- Researches, analyzes, develops and implements plans and studies, including historic preservation, code revision and amendments, topical elements and sub-area plans.
- Coordinates and conducts research projects for specialist programs, including community planning, downtown development, urban design, economic development and environmental policy and conservation issues; provides professional evaluations and reports as appropriate; manages contracts as assigned.

PREFERRED QUALIFICATIONS:

A bachelor's degree in urban planning, community development, public administration, environmental studies or a related field and five years of progressively responsible planning experience; OR any combination of experience, education and training that would provide the level of knowledge and ability required. A master's degree is desirable.

Knowledge of:

- City organization, operations, policies and procedures.
- The concepts, principles and practices of urban planning and community development in current or long range planning with knowledge in related planning areas sufficient to coordinate with other planners, building division and code compliance staff and other departments, as well as external agencies.
- Federal and state laws, including the State Environmental Policy Act, Growth Management Act, Platting and Subdivision Act, and Shoreline Management Act.
- Rules and regulations governing municipal planning, land use, code enforcement, zoning and building safety.
- Shoreline management policies and regulations, and permitting procedures.
- Environmental review procedures, policies and regulations.
- Methods and techniques for community involvement and outreach; knowledge of development processes.
- Principles and practices of information technology, including geographic information systems.
- Project planning and management principles.

Ability to:

- Independently perform all technical plan review functions.
- Read, analyze and interpret complex codes and documents.
- Prepare well-written and technically accurate staff reports and related documents that explain the policy and regulatory basis for land use decisions.
- Effectively present complex technical concepts for the understanding of lay persons.
- Define problems, collect data, establish facts and draw valid conclusions to interpret an extensive variety of technical instructions in mathematical or diagram format.
- Understand abstract, quantitative, qualitative and concrete variables
- Develop improved and standardized procedures.
- Read and interpret maps, plans, construction drawings, and property descriptions.
- Utilize architectural and/or engineering scales.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships.
- Use initiative and independent judgment within established procedural guidelines.
- Operate a personal computer utilizing a variety of standard and specialist software.
- Communicate effectively both orally and in writing.

License and Certification Requirements

- Valid Washington State driver's license is required, with satisfactory driving record.
- Successful completion of a pre-employment background check is required.
- Certification by American Institute of Certified Planners (AICP) is desirable.

ADDITIONAL INFORMATION:

Working Conditions

The regular work schedule is generally Monday through Friday, 8 am to 5 pm. Work is primarily performed in an office which is busy, oriented to public service and subject to occasional work interruptions. Noise level is moderate. Position infrequently requires outdoor work, which includes driving a vehicle. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards and inclement weather conditions. Attendance at meetings before or after regular work hours is required.

Physical Requirements

Continuous repetitive arm/hand movement is essential to performance. The employee in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers, do keyboarding and operate other office equipment. The employee must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 20 pounds.

Additional Salary Details

The salary range for this position is \$6306-\$7909 per month. The hiring range is \$6306-\$7062 per month. Step increases are attained annually based on satisfactory performance.

The City of Bainbridge Island is an equal opportunity employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.bainbridgewa.gov>

Position #0055
 SENIOR PLANNER (LIMITED TERM)
 KB

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 Bainbridge Island, WA 98110
 206-780-8593

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Senior Planner (Limited Term) Supplemental Questionnaire

- * 1. What is your favorite part of public service? Why?

- * 2. How do you see this position fitting in with your career goals?

- * 3. Please describe particular skills, experience and/or training which you believe best qualifies you for this position.

- * Required Question