



JOB DESCRIPTION

<u>Job Title:</u>	Principal Planner
<u>Department:</u>	Community Development Department
<u>Reports To:</u>	Community Development Director
<u>Overtime Classification:</u>	Exempt
<u>Date:</u>	Revised February 2019

Definition:

Perform advanced-level professional planning and supervisory work for the Community Development Department. Responsible for administrative functions related to managing and supervising the Associate Planner position, work with consultants providing advice and assistance relating to development review, and preparing and monitoring the development services budget. Also responsible for a wide range of policy development and development permit review assignments involving relatively complex legal, community, and technical issues. Significant analysis and problem-solving required to provide technically sound decisions. Develops staff reports and makes presentations before the Planning Commission, Hearing Examiner and other public forums, as directed. This position may perform any combination of current planning and long range planning as assigned by the director. Able to smoothly transition into the position of Acting Community Development Director in the director's absence.

This position is distinguished from the Senior Planner position in the ability to assume duties as an Acting Community Development Director in the incumbent's absence, supervisory functions over subordinate personnel, years of experience, and years of related City of Covington experience.

This position is FLSA exempt and may require work that falls outside of the normal work week schedule without additional compensation.

Supervision:

Works under the supervision of the Community Development Director and assists the position with fiscal and administrative responsibilities.

Essential Job Functions:

General Job Functions:

- Performs and manages complex and sensitive professional planning projects, research and analysis
- Meet with customers and applicants to explain city planning policies, development standards, regulations and long-term vision for the city.
- Attend evening meetings and public hearings, as directed, and make oral presentations to the public, commissions, and city council.
- Conduct technical research, studies and prepare statistical reports.

➤ **Evaluate and draft Municipal Code Amendments**

- Represent the department at various meetings of local, regional, and county organizations and groups.
- Evaluate proposed policies and development regulations. Prepare reports to explain study results and alternative methods of achieving desired results.
- Assist department and city staff with interpreting and implementing policies and development regulations. Assist in implementation of complex or difficult strategic planning programs and projects.
- Draft letters, reports and memoranda for management, in response to requests from council, city manager, applicants, and interested citizens regarding development applications
- Work actively with customers, the public, and other city staff on problem-solving for creative solutions that are technically sound, and respond to specific issues related to specific sites and/or capital projects.
- Assume the responsibilities of the department head in the department director's absence.
- Assist in determining long- and short-term division and department budgetary needs; assist in making determinations regarding necessary resources to accomplish departmental and division goals; monitor expenditures and performance against the approved budget and general cost-effectiveness standards.
- Keep informed of current trends in the planning field, including legislation, court rulings, and professional practices and techniques; evaluates the impact on city operations and make recommendations on any policy and procedural improvements
- Assist in updates to the city's GIS system, and coordinate mapping needs within the department.
- Respond to customer needs and Citizen Action Requests (CARs).

Current Planning/Development Review Job Functions

- Serve as lead staff member on complex development applications. Responsible for the review of a wide range of development applications and land use entitlements. Evaluate development proposals and permits for compliance with city codes, policies and development standards as set forth in adopted ordinances, the Comprehensive Plan and state and federal regulations. Provide a recommendation to the Community Development Director or Hearing Examiner on land use and development and land use applications.
- Write and review Environmental Impact Statements, SEPA checklists, and technical reports, and make recommendations to the Community Development Director on environmental issues, zoning, planning activities, and development proposals.
- Review civil engineering plans for consistency with Conditions of Approval, make recommendations to the Development Review Engineer and City Engineer for compliance with Zoning Code and Conditions of Approval during the engineering and construction phase of a project.
- Manage the financial guarantee and limited liability requirements for development proposals. Work with the Finance Department on the release of completed guarantees.
- Make decisions and negotiate modifications to development applications within defined parameters and in collaboration with supervisor and peers. Require revisions to plans to bring development proposals into compliance with city requirements.
- Manage and oversee work and contracts of outside consultants that provide support to development review.

- Assess and verify site conditions by field inspection, as required. Review site improvements in the field for conformance with approved plans.
- Utilize city permit tracking systems.

Long Range Planning Job Functions

- Provide support to the Community Development Director and Long Range Senior Planner on various code and Comprehensive Plan amendments. Develop, refine, and revise development regulations and downtown zoning and design and development standards to implement city vision within the downtown.
- Research and develop amendments to the Municipal Code as required by State and Federal mandates and as directed by the City Council.
- Prepares ordinances or revisions to ordinances related to land use and development to implement the Comprehensive Plan.
- Make recommendations on code interpretations & procedural matters. Advise city staff on land use, zoning, & other related topics.
- Coordinate with the Development Review Engineering and Public Works Department on amending and implementing the design and construction standards and transportation related issues, such as, the 6-year transportation improvement projects and transportation impact fees.
- Provide staff support and assistance to the city's Planning Commission

NON-ESSENTIAL JOB FUNCTIONS

- Perform other related duties, as required.

Qualifications:

Knowledge of:

- Administrative principles and practices, including goal setting, program development, project management and budget administration.
- Planning principles, current practices, information sources and trends in the field of planning.
- Laws, regulations, and ordinances governing area of assignment, including the State Environmental Policy Act (SEPA), State Shoreline Master Program, and basic Washington State planning law.
- Development, maintenance and implementation of the Comprehensive Plan.
- The development process including site planning, basic engineering needs and architectural design principles.
- Basic understanding of planning for capital improvements projects and NEPA process.
- City government functions and policies.
- Customer service, problem-solving and conflict resolution skills.
- Operation of a personal computer and various software programs necessary to accomplish job duties.
- Operation of various office machines, camera, copier, fax, and telephone.

Ability to:

- Recommend and implement goals, objective and practices for providing effective and efficient services.
- Review architectural plans, site and landscape plans, building elevations, and related materials to determine compliance with applicable land use, design, zoning and environmental regulations.
- Guide and consult Associate Planner(s) and interns who may be employed in the department.
- Present complex and technical information in a clear and concise manner to various groups.

- Utilize word processing, GIS software, spreadsheets, databases, graphics programs, permit tracking software, and financial programs.
- Work independently and manage multiple projects and priorities.
- Work under pressure with interruptions and challenging deadlines.
- Organize and prioritize work assignments.
- Deal effectively with the public, and maintain effective working relationships with those contacted in the performance of required duties.
- Represent the city effectively in a wide variety of meetings and forums. Attend evening meetings, as necessary.
- Work as a team member and to promote a positive work environment.
- Physical ability to perform essential job functions.

Education and Experience:

A Bachelor's Degree in Planning, Geography, Architecture, Landscape Architecture, or Environmental Sciences. Ten (10) years progressively responsible professional municipal planning experience with a focus in planning, site design, project management, and environmental review. AICP Certification(s). An advanced degree or equivalent professional development certifications in the related fields is desirable.

A different, yet equivalent, combination of education and experience that demonstrates the ability to successfully carry out the requirements of the position may be considered.

Special Requirements:

- Possession of a valid Washington State driver's license, or the ability to obtain one within one month.
- Must complete a nationwide criminal background search with successful results prior to the start of employment.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

Physical Demands and Work Environment:

- **Constant Demands:** Sitting, talking, hearing, seeing Subject to frequent interruptions.
- **Frequent Demands:** Standing, walking, carrying files and boxes, twisting above the waist and bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer.
- **Occasional Demands:** Driving, lifting, climbing stairs and ladders, pushing/pulling, working at heights/balancing, crouching, kneeling, squatting, reaching below the knees, grasping, foot controls.
- **Environmental Factors:** Office environment with low noise levels; major portion of employee's time spent indoors.