



**Planner**

<b>Department:</b>	Planning and Development - Planning	<b>Pay Grade:</b>	NR-32
<b>Bargaining Unit:</b>	Non-Represented	<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	October 2012	<b>Reports To:</b>	Planning Manager

**POSITION PURPOSE:** Under general supervision, performs general planning related activities and tasks for assigned area within City Planning; provides technical assistance in the processing of planning permits for the City of Edmonds; reviews building permits for compliance with zoning, critical areas and design review requirements; conducts critical reviews and various planning reviews as assigned. The Planner performs projects independently and supports the planning function in responding to customer inquiries, processing planning permits and participating in short-term and long-term planning activities.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides technical assistance in the processing of planning permits for current applications for the City; conducts a variety of reviews of building permits for compliance with zoning, critical areas, environmental and design review requirements and conducts critical reviews and various planning reviews as assigned.
- Perform site inspections; coordinates requirements from other departments; reviews applications and appeals for compliance with development code and compliance with environmental regulations; creates associated reports.
- Communicates with the public in person and on the telephone regarding general complex planning issues.
- Responds to questions from the public, applicants and developers regarding the City’s development review process and assists applicants in the completion of application materials.
- Ensures compliance with all applicable Federal, State and local rules, regulations and codes.
- Prepares and maintains a variety of records and reviews related to assigned activities and updates or makes recommendations to policy and code in assigned areas.
- Conducts various inspections associated with permit compliance in assigned area and fulfills requests for public records including compiling files, emails and data related to a particular request.
- Prepares and updates maps, graphics and public information materials to support current and long-range planning projects; develops and maintains Geographic Information Systems (GIS) mapping and database records as assigned.
- Participates on assigned committees; attends associated meetings and provides necessary support and information.

- Maintains professional development including staying abreast with a variety of Federal, State and local regulations pertaining to land development and maintaining current knowledge of trends and developments in the planning field.
- Communicates with governmental agencies and other cities regarding projects affecting the City of Edmonds and to coordinate activities, exchange information and resolve issues or concerns. Prepares and maintains a variety of records and reviews related to assigned activities
- Reviews and makes recommendations to City codes or policy changes as appropriate and based on experience with daily operations and planning.

**Required Knowledge of:**

- Basic planning principles, practices and code of ethics.
- General trends and issues in development and planning fields.
- Basic construction, architectural design and development techniques.
- Basic principles of customer service and public relations.
- Basic research methods and report presentation.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Federal, state and local laws, rules, regulations, codes and administrative procedures related to assigned activities.
- GIS development and maintenance.
- Effective oral and written communication principles and practices to include customer service.
- Basic project management techniques and principles; time management and project prioritization.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

**Required Skill in:**

- Providing technical assistance in the processing of planning permits for current applications and in the development of short-range plans for the City of Edmonds.
- Conducting basic code interpretation, architectural review, and code enforcement.
- Understanding and interpreting legal and technical planning language and communicating the language in a way that is understandable to others.
- Reviewing commercial and other building permits and conducting various types of reviews.
- Providing information to the public regarding general and complex land and construction issues.
- Handling difficult planning related situations with people.
- Ensuring compliance with federal, state and local regulations related to land development.
- Explaining policies, procedures, rules and regulations.
- Maintaining current knowledge of rules, regulations, requirements and trends.
- Meeting assigned schedules and timelines.

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- Compiling and verifying data and prepare reports.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Applying basic project management techniques and principles.
- Communicating effectively verbally and in writing including public relations.
- Administering citizens' boards.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's Degree in Urban, Regional, or Municipal Planning, Geography, or related field and two year of experience performing planning duties including code and permit reviews, analysis, and evaluation, and preparation of basic reports.

An equivalent combination of education, training, and experience which allows the incumbent to successfully perform the essential functions of the position may also be considered.

#### **Required Licenses or Certifications:**

- Valid State of Washington Driver's License and a driving record acceptable to the City's insurance carrier.
- A criminal background check is required following a verbal offer of employment. Criminal history is not an automatic employment disqualifier. Results are reviewed on a case-by-case basis.

### **WORKING CONDITIONS:**

#### **Environment:**

- Indoor/Outdoor/Office environment.
- Driving a vehicle to work.

#### **Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person and by phone.
- Reading and understanding a variety of materials.
- Operating a computer and other office equipment.
- Walking or otherwise moving and ascending/descending stairs during site visits.
- Ability to wear appropriate personal protective equipment based on required City Policy.

#### **Hazards:**

- Chemicals, fumes or gases associated with utilities systems and projects.
- Contact with angry and/or dissatisfied members of the public.

**JOB DESCRIPTION**

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**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_