

**City of West Richland
Job Description**

Job Title: Associate Planner, *Land Use & Parks*
Department: Community Development
Reports To: Community Development Director
FLSA Status: Exempt
Prepared By: Eric Mendenhall
Prepared Date: October 2020
Approved By: Mayor Brent Gerry
Approved Date: October 8, 2020

Summary

The Associate Planner works under direct supervision of the Community Development Director in the areas of current and long-range planning, parks & recreation management, grant writing and management and environmental policy administration/regulation. Work requires exercise of discretion and independent judgment. Performs a wide range of functions related to assisting planning staff with the maintenance and implementation of the City's Comprehensive Plan, development regulations, design guidelines and community development programs. Duties include public assistance, report preparation and presentation, plan review, and research related to planning studies and activities. The Planner will work with sports and recreation groups to coordinate field and facility reservations and manage the City's responsibilities for community events. Applicant should have a working knowledge of sound and practical planning principles, be able to apply the tools and techniques of the planning trade, be confident in compiling work products, and be comfortable working in a small team environment. Working knowledge of GIS, specific to the ESRI product line is a preferred skill.

Essential Duties and Responsibilities

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. While requirements may be representative of minimum levels of knowledge skills, and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty with average proficiency. Listed below are examples of typical duties:

- Provide and interpret information orally and in writing to land developers and the public concerning City policies, regulations, zoning, subdivision, site plan review and other relevant land use related regulations.
- Reviews development proposals for compliance with applicable land use, environmental, zoning, and design regulations; and makes recommendations to the Director with respect to feasibility, effect on City growth and environmental impact aesthetical acceptance. Issues correction requests, certifies compliance, and conducts follow-up inspections.
- Prepares staff reports and recommendations for a variety of land use permits including variances, rezones, conditional uses, planned developments, shoreline permits, and

subdivisions. Makes presentations to the public, Planning Commission, and City Council regarding such applications.

- Makes presentations to the City Planning Commission and City Council for development projects under review. Includes preparation of public hearing agendas, schedules, and notifications.
- Researches and drafts amendments to the City's Comprehensive Plan and related implementing ordinances, including the preparation of various studies and reports.
- Performs research, studies, and analysis related to short-range planning, historic preservation, environmental issues, architecture and design, urban design, parks planning and design, urban trails, impact fees, growth management, downtown revitalization, transportation planning and demand management, planning education, and building rehabilitation, and related topics. Enforce zoning and land use regulations, and other ordinances as required, including discussing complaints with members of the public, following up with field visits and related correspondence.
- Be the primary planning resource for public assistance at the permit counter.
- Be generally familiar with a permit center concept – know the interdepartmental relationships, overlaps and procedures.
- Routine updating of land use-related maps, codes and programs.
- Manage the reservation of fields and facilities and act as a liaison to the Public Works Staff responsible for parks maintenance.
- Coordinate City sponsored or shared events such as Hogs & Dogs Family Festival.
- Other duties as assigned.

Other Skills and Abilities

Knowledge of:

- Planning principles including zoning, environmental review and analysis, design, planning theory, land use law, socio-economic aspects, and land development as applied to a small growing city; Washington State Planning laws and procedures, including Growth Management Act, State Environmental Policy Act, Shoreline Management Act, Subdivision law, and other state and federal laws related to the operation of the department
- Modern trends in the field of land use planning
- Modern office practices, procedures and equipment; Record keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Preparation and presentation of statistical and narrative reports

Ability To:

- Review architectural plans, site and landscape plans, building elevations, and related materials to determine compliance with applicable land use, design, zoning, and environmental regulations
- Work constructively in a team environment with customers and other staff to seek solutions and gain code compliance in an efficient and professional manner
- Present complex and technical information in a clear and concise manner to various audiences both in written and oral communication

- Provide excellent customer service by using a friendly, professional and accurate and customer orientated approach to a wide variety of customers, including: government officials, general public and staff. This would include in-person, written and oral communications
- Contribute to achieving to the Department Mission
- Plan and organize work to run smoothly and efficiently and meet deadlines
- Prioritize and schedule work to accomplish required tasks and complete projects on time. Operate word processing hardware and software used by the City.
- Interpret, apply and explain laws, codes, regulations, policies and procedures

Supervisory Responsibilities

Works under the direction of Community Development Director. The Associate Planner may be asked to supervise interns and consultants on special programs or projects.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree from an accredited college/university in planning or closely related field and two (2) years of progressively responsible planning experience; or any combination of education and experience that provides the skills, knowledge and abilities to perform this position.

Master's degree is preferred
 GIS experience is preferred
 AICP certification preferred.

Certificates, Licenses, Registrations

Possess and maintain a valid Washington State driver's license with an insurable driving record.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Core

Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.

Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

Analytical - Synthesizes complex or diverse information; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Computer Skills

Reasonable familiarity with, and ability to use, computers and computer programs, including GIS mapping, PowerPoint and Excel spreadsheets.

Basic skills of computer mapping/GIS applications. Ability to be the lead on a variety of mapping needs.

Other Qualifications

Physical Demands The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. Most work is performed in the office or at the permit counter.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually quiet. The position does involve a considerable amount of fieldwork/land use analysis, environmental inquiries, posting of notices and the like. Planner needs to use discretion in determining whether special clothing or safety equipment/devices are required for a given situation. Common sense should prevail.