

CITY OF MEDICAL LAKE JOB DESCRIPTION

CLASSIFICATION: City Planner

GENERAL SUMMARY:

Appointed by the Mayor. Performs a variety of routine and complex administrative, technical, and professional work in the current and long-range planning programs of the city related to the development and implementation of land use and related municipal plans and policies.

SUPERVISION RECEIVED:

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED:

None generally. May supervise support staff, part-time or temporary employees or volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develops short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
2. Works with and provides support to other public works staff.
3. Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups, and the general public. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.
4. Prepares a variety of studies, reports, and related information for decision-making purposes.
5. Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.
6. Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, capital facilities, shoreline master program or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
7. Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and make recommendations.

8. Evaluates land use applications and site plans for compliance with applicable local, state, or federal laws. Monitors land use applications through the approval states and prepares reports and related data as required.
9. Provides staff support to the Planning Commission as needed and assigned. Prepares planning reports and supporting data, including recommendations on a variety of land use proposals.
10. Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
11. Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
12. Assists in designs for parks, streetscapes, landscapes, and other municipal projects.
13. Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications, or meetings.
14. Serves when assigned as a member of planning task force composed of City, County or State groups.
15. Maintains the city database of information for planning purposes.
16. Responds to local citizens inquiring about local planning and zoning regulations and ordinances.
17. Responsible for citizen participation program management, including creation and implementation of techniques to solicit public input on issues for comprehensive plan; oversee community outreach activities; liaison to community groups/ organizations; other informational tools; maintenance of data base as assigned.
18. As required, may attend meetings that may occur that may occur after work hours and/or outside of the city limits.

PERIPHERAL DUTIES:

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning, as directed.

Assists other staff members as needed.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- A. Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture, public administration, or a closely related field. and
- B. Two (2) years' experience in municipal planning. An advanced degree may be substituted for up to one year of experience.

Necessary Knowledge, Skills, and Abilities:

- A. Thorough knowledge of zoning laws and comprehensive plans under the Washington State Growth Management Act, including their formation, process of adoption, and enforcement; extensive knowledge of planning programs and processes; working knowledge of Personal Computers.
- B. Ability to communicate effectively orally and in writing with elected and public officials, contractors, developers, owners, supervisors, employees, and the general public; Ability to establish effective working relationships.

SPECIAL REQUIREMENTS:

Valid State Driver's License, or ability to obtain one.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing (Microsoft word and excel); motor vehicle; calculator; phone; copy and fax machine; various graphic design tools.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or walk outdoors over varying levels of terrain in seasonally diverse climates. The employee is occasionally required to balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job.

While performing the duties of this job, the employee occasionally works in outside seasonally diverse weather conditions. The employee is occasionally exposed to snow, heat, cold, or wet conditions, or airborne particles. The noise level is usually quiet in the office, and moderate in the field.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that will be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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.

Adopted: _____
City Council

Approval: _____
City Administrator