

CITY OF ORTING

JOB DESCRIPTION

JOB TITLE: Planner

DEPARTMENT: Administration

REPORTS TO: City Administrator

EFFECTIVE DATE: January 02, 2018

PAY RANGE: \$57,123- \$70,254

CLOSING DATE: 01/23/18

This is a full-time, FLSA Exempt, non-union position. This is a non-union position. Under limited supervision, the City Planner administers current planning for the City of Orting and oversees planning, zoning, subdivision, development regulations, and conducts long range planning. The regular work schedule for the City Engineer is Monday through Friday, 8:00 am to 5:00 pm. Attendance at evening meetings is anticipated.

Mayor Function and Purpose

Under the general direction of the City Administrator, the Planner performs a diverse range of technical and professional duties related to land use planning and is the principal contact in the administration/enforcement of the City's land use regulations and ensuring compliance with the Comprehensive Plan's applicable land use codes and regulations. The Planner will have frequent contact with the general public and the development community. In addition, the position will provide staff assistance to the Planning Commission, the Hearing Examiner, the City Council, and Council committees.

General Function

The Planner is responsible for assisting the general public on matters related to understanding land use regulations and reviewing building plans for compliance with local land use requirements. The Planner must have demonstrated working knowledge of: principles and practices of comprehensive planning, GMA requirements, Shoreline permitting, building permit review, conducting site inspections, code enforcement, responding to citizen inquiries, review formal and short subdivisions, boundary line adjustments, compliance with SEPA, capital facilities planning, and other duties as assigned. The Planner will also assist in the preparation of staff reports on various land use actions and make presentations to the appropriate decision-making body.

Supervision Responsibilities

This position reports to and is supervised by the City Administrator. Generally, the Planner does not supervise city staff but will be required to oversee contracted planning consultants.

Job 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 duties requested by a supervisor. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skills required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned; including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Daily attendance and punctuality are expected.
- Maintain an office routine which will allow for regular hours for the Planner to assist the public.
- Monitor tracking of all land use applications.
- Assist in the preparation of written staff reports on various land use applications and issues.
- Investigate and respond to citizen complaints on zoning issues.
- Assist customers with Planning and Community Development Department inquiries and concerns.
- Review plat plans and various site plans.
- Compose routine and complex correspondence.
- Interact with other employees and the public.
- Provide accurate information to the public.
- Assist the City Administrator and Building Department.
- Receive in all land use applications and ensure completeness of application
- Send Notices to the City paper of record of land use actions
- Prepare and oversee the sending of notices to affected land owners
- Inform City Clerk of land use actions that will be going to City Council
- Prepare and Coordinate meetings with the Hearing Examiner
- Attend all land use Pre-application meetings and keep records.

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills, and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitude to perform each duty proficiently.

- Knowledge of the organization and programs of municipal government.
- Knowledge of GMA requirements and long-range/comprehensive planning.
- Ability to review land clearing, landscaping and fill and grade permit applications.
- Ability to respond to and resolve citizen complaints and code violations.
- Ability to review and process short subdivisions and boundary line adjustments.
- Ability to conduct site visits and follow-up zoning code analysis.
- Ability to make decisions with minimal supervision.
- Ability to inform supervisor of weekly work progress.

- Ability to handle when necessary, all citizen telephone, counter and written inquiries.
- Must have effective oral and written communication skills.
- Ability to operate computer, knowledge of Microsoft Office desirable.
- A working knowledge of commercial development project review.
- Demonstrated knowledge of municipal regulations and planning.
- GIS skills required. ArcView and/or ArcInfo desirable. AutoCAD acceptable
- Ability to:
- Ability to understand and carry out oral and written instructions and to do work independently in the performance of regularly assigned duties.
- Ability to write concisely and clearly on matters related to land use planning.
- Ability to understand, monitor and enforce local, state, and federal regulations applicable to land use development.
- Ability to make concise and clear oral presentations.
- Ability to understand and demonstrate planning principles and practices, as well as planning methods and techniques.
- Ability to read and understand tax assessor's maps.
- Ability to establish and maintain effective working relationships with other employees and departments, the public, the development community, and members of various boards and commissions.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
- Assists in designs for parks, streetscapes, landscapes and other municipal projects.

Working Conditions

Work is generally performed in the field and an office setting. Work generally involves a high degree of concentration. This position does not require the use of specialized or protective clothing or equipment, and there are no known hazards or hazardous materials to which the employee may be exposed. Repeated interruption of the work routine is typical. This position requires extensive reading and research. The employee will be required to communicate by telephone as well as in person.

Physical Requirements

The Planner may be required to sit for 4 hours at a time, have the ability to lift up to 20 pounds and ability to slide or shove up to 50 lbs. Constant Demands: Talking, hearing, and seeing. Frequent Demands: Sitting. Occasional Demands: Standing, walking, driving, repetitive hand motion, and fine finger manipulation.

Recruiting Requirements

- Bachelor's degree from a 4-year college or university with major course work in planning, or related discipline.
- Two years of increasingly responsible experience in county, municipal or regional planning, or closely related field
- Major work experience in local permitting processes and GMA compliance.

- AICP desired.
- Must possess a valid state driver's license and a driving record acceptable to the City and the City's insurance carrier.
- Must be bondable.

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

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.