

# **CITY OF ORTING**

---

## **JOB DESCRIPTION**

**JOB TITLE:** City Planner

**DEPARTMENT:** Administration

**REPORTS TO:** City Administrator

### **SUMMARY DESCRIPTION**

This position is a full-time, FLSA exempt non-civil service position. Under the general supervision of the City Administrator, the City Planner performs work related to the city's comprehensive plan; manages the processing of proposed development housing projects; and provides information and assistance to the public, developers and the business community on planning, housing, environmental and development related matters. Attendance at weekend and evening meetings will be required.

### **REPRESENTATIVE DUTIES**

Duties may include, but are not limited to, the following:

1. Assume management responsibility for assigned services and activities of the planning division including City and regional planning.
2. Through strong leadership, ensure a high level of customer service from staff within the division.
3. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
4. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
5. Plan, direct, coordinate and review the work plan for planning staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
6. Analyze development projects; conduct and direct development plan review and site inspections; meet with City staff and developers to solve development project problems.
7. Coordinate review of regional planning issues including congestion management and regional comprehensive plan.
8. Guide the design of development projects to result in high quality, aesthetically pleasing and functional construction projects.
9. Serve in the City's Emergency Operations Center (EOC).
10. Serve as staff to the Planning Commission; attend and present reports at City Council meetings.
11. Oversee and participate in the development and administration of the division's annual budget.

12. Serve as the liaison for the Planning Division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
13. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of current, comprehensive and regional planning.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Perform related duties as required.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

### **Knowledge of:**

- Knowledge of the organization and programs of municipal government.
- Knowledge of GMA requirements and long-range/comprehensive planning.
- Operational characteristics, services and activities of a comprehensive municipal and regional planning program.
- Advanced principles and practices of City and regional planning.
- Methods and techniques of development plan review.
- Principles and practices of zoning code enforcement.
- Principles and practices of program development and administration.
- Principles and practices of housing laws
- Methods and techniques of development project analysis and review and processing.
- Oversee and participate in the management of a comprehensive urban planning program.

### **Ability to:**

- Oversee the work of contracted staff.
- Coordinate the review of regional planning issues.
- Review and prepare agenda bills, ordinances, resolutions, general plan amendments and zone changes.
- Review and analyze environmental documents for various types of projects.
- Participate in the development and administration of division goals, objectives and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **Education and Experience Guidelines**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in planning, public administration or a related field.

**Experience:**

Two years of increasingly responsible experience in county, municipal or regional planning, or closely related field

**License(s) or Certificate(s):**

Possession of, or ability to obtain, a valid AICP certification from the American Institute of Certified Planners within one year of employment.

Valid Washington State Driver’s License

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Standard office setting.

**Physical:** Sufficient physical ability to lift up to 10 pounds; walking, sitting or standing for duration of workday.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

**REASONABLE ACCOMMODATIONS**

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

*This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.*

*The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.*