

**City of  
EDMONDS  
Washington**

**ASSOCIATE PLANNER**

<b>Department:</b>	Development Services - Planning	<b>Pay Grade</b>	<b>NR-9</b>
<b>Bargaining Unit:</b>	Non-Represented	<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	November 2012	<b>Reports To:</b>	Planning Manager or Senior Planner

**POSITION PURPOSE:** Under general supervision, processes building and land use permit applications for the City; reviews projects for compliance with applicable codes such as zoning, critical areas and design standards; serves as staff liaison to assigned boards and commissions; provides information to the public regarding general and complex land and construction issues; coordinates GIS/mapping activities; conducts various planning reviews as assigned; may provide lead work direction to Planners and other lower level staff on assigned projects.

**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.*

- Reviews building permit applications for compliance with zoning, site development standards, critical areas regulations and design standards.
- Prepares for and conducts presentations before various boards and commissions regarding project proposals and code amendments.
- Reviews land use applications including: subdivisions, conditional use permits, design review, rezones, Comprehensive Plan amendments and annexations and writes detailed reports based on the evaluation of proposals compliance with city codes.
- Prepares and issues public notice of applicable land use projects via mail; posts and writes publication notices through the local newspaper; follows required timelines for public notice.
- Conducts various field visits for critical areas inspections, posting of public notice for land use projects, inspections associated with building permits and compliance with conditions of approval; fulfills requests for public records including: compiling files, emails and data related to a particular request.
- Communicates regularly with the public, including owners of private property as well as project applicants such as: architects, developers, surveyors, biologists and geotechnical engineers.
- Communicates via phone, email and in person at the public service counter and at various meetings.
- Participates on assigned committees; attends associated meetings and provides necessary support and information.
- Reviews applications for land use compliance; sends letters and researches past approvals and reviews conditional use permits for home occupations.
- Conducts SEPA review of project proposals including various land use and building permit applications and code revisions.
- Maintains public handouts and makes updates/revisions as necessary; maintains specific pages of the City's website and updates/revises as necessary and conducts updates of the City Community

## **JOB DESCRIPTION**

### **Associate Planner**

Development Code and Comprehensive Plan as necessary; prepares draft code language as directed and conducts public hearings before the Planning Board and City Council applicable to such updates.

- 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 while coordinating GIS/mapping activities with outside organizations.
- 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.
- Participates in the development of the comprehensive plan.
- 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.

#### **Required Knowledge of:**

- Planning principles, practices and code of ethics.
- General trends and issues in development and planning fields.
- Planning principles, including creation of policies and creation of specific laws.
- Basic construction, architectural design and development techniques.
- Principles of customer service and public relations.
- Research methods and report presentation.
- GIS development and maintenance.
- Structure, organization and interrelationships 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.
- Effective oral and written communication principles and practices to include customer service.
- 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.
- Lead work and staff oversight of daily tasks.

#### **Required Skill in:**

- Providing technical assistance in the processing of planning permits.
- Serve as staff liaison to the Planning Board and/or Architectural Design Board.
- Conducting 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.
- Applying and explaining policies, procedures, rules and regulations.
- Maintaining current knowledge of rules, regulations, requirements and trends.
- Meeting schedules and timelines.

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**Associate Planner**

- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Applying project management techniques and principles.
- Communicating effectively verbally and in writing including public relations.
- Leading and delegating tasks and authority.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Bachelor's Degree in Urban, Regional, or Municipal Planning, Geography, or related field and three years of experience performing planning duties including policy and code review, analysis, and evaluation, and preparation of detailed reports; prefer responsibility for leading projects or staff in a municipal planning environment; OR an equivalent combination of education, training and experience.

**Required Licenses or Certifications:**

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

**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.
- Working in and around moving traffic.
- Contact with dissatisfied or abusive individuals.

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

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

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

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