

**CITY OF OLYMPIA**  
**invites applications for the position of:**

# **Associate Planner**

**SALARY:**           \$33.91 - \$41.19 Hourly  
                      \$5,878.44 - \$7,139.46 Monthly  
                      \$70,541.33 - \$85,673.54 Annually

**OPENING DATE:** 8/16/18

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**About the Position**

The Olympia Community Planning & Development Department seeks a qualified individual to fill the position of 0.75 FTE Associate Planner. The selected individual will assist with administration of a broad range of land use and development codes including zoning, historic preservation, design review, and environmental review. May serve as a Project Manager for long-range planning projects and provide staff support to citizen advisory commissions. As members of Community Planning and Development Department, Olympia's planners work directly with other staff responsible for all aspects of development review and of the City's long-range planning efforts.

**Ideal Candidate Profile**

- Understand, explain and administer land use regulations and similar documents.
- Prepare staff reports and other documents that clearly and accurately convey complex information to the public, city advisory commissions and city council.
- Equitably administer the city's historic district design guidelines consistent with the Secretary of Interior's Standards for the Treatment of Historic Properties.
- Conduct meaningful and extensive public outreach processes.
- Respond to and resolve potentially confrontational situations.
- Build strong working relationships with other agencies and city staff.
- Work independently in successfully managing long-term projects.
- Manage time and prioritize responsibilities to perform the duties of the position with the resources available.
- Act in a responsible and respectful manner toward all members of the community.

**Desirable Experience**

- Understand and administer design guidelines and apply design principles to site plans and land use and building permit applications.
- Grant management experience.
- Experience or training in geographic information systems.

**To Apply**

Submit a resume and cover letter by attaching them to your electronic application. The cover letter must be no more than two pages long and include specific examples of how you meet the Ideal Candidate Profile (above). **This recruitment is open until filled. First review will be for all applications received by 5 pm September 10, 2018. Only electronic applications are accepted.**

**Contact Information:**

If you have questions about the position and/or requirements, please contact Leonard Bauer, Deputy Director at (360)753-8206 or via email at lbauer@ci.olympia.wa.us.

**EXAMPLES OF ESSENTIAL DUTIES:**

The essential functions of this position include but are not limited to:

- Responsible for completing a variety of activities relating to the City's planning functions.
- Coordinate the preparation or administration of plans, land use regulations, design standards, information systems, or planning programs.
- Conduct complex studies related to land use, transportation, shoreline, community and economic development, environment, or historic preservation.
- Manage or conduct investigations, analysis, and preparation of documents and reports on planning issues, policies, and their application.
- Provide staff support to appointed committees on planning and zoning issues or special studies.
- Prepare and present reports to hearings bodies, committees, community groups, and private organizations to explain the impact of projects and developments.
- Provide technical and administrative assistance as staff planner for City Council and appointed Boards or Commissions.
- Respond to public inquiries with information on planning projects, processes and policies.
- Punctual, regular and reliable attendance is essential for successful job performance.

**TYPICAL QUALIFICATIONS:**

Knowledge/Skills/Abilities:

- Knowledge of planning principles, practices, regulations, and techniques as related to land use, environmental impact, transportation, etc.
- Knowledge of local government and political decision-making processes related to planning issues.
- Working knowledge of the Secretary of Interior's Standards for the Treatment of historic Properties and design elements of historic districts.
- Skill in designing and conducting public processes with various stakeholders to complete a community plan or achieve a solution to a project or proposal.
- Skill in formulating and presenting appropriate planning options to various audiences.
- Skill in preparing support documentation which clearly, precisely, and concisely presents planning recommendations.
- Skill in working in a team discipline.
- Ability to develop and write plans based on an analysis of data and on-going citizen and staff input.
- Ability to organize and manage varied work programs, including monitoring the budget, work schedules, grant requirements, and progress reviews.
- Ability to communicate effectively with individuals and groups regarding complex or controversial planning policies or regulations.
- Ability to direct or coordinate the work of planning and agency staff members.
- Ability to establish and maintain effective working relations with elected and appointed officials, staff of other agencies, planning staff, and the community.

- Demonstrated punctual, regular and reliable attendance is required.

Education/Experience:

- Four year degree in Urban Planning or closely related field and three years related experience required.
- Master's Degree in Planning or closely related field preferred.
- Additional related experience may be substituted for the degree on a year for year basis.

Special Requirements:

- Valid Washington State Driver's License required.

**SUPPLEMENTAL INFORMATION:**

Contacts:

- Planners have significant daily contact with the public for the purpose of information-sharing and problem resolution.
- Due to the subject matter some contacts may be confrontational, requiring the Planner to explain City policies and procedures in a professional, concise, and respectful manner.
- Planners also have daily contact with other City staff for the purpose of information sharing, work coordination, and problem resolution.
- Additional contacts with public officials are for the purpose information gathering and project definition.

Supervision:

- May serve as Project Lead.
- May assist in the training and/or supervision of less experienced staff members.

Accountability:

- Planners are accountable for completing all assigned work in a timely, professional manner.

Working Conditions:

- Planners generally work in an office with a significant portion of time spent performing duties out-of-doors completing site investigations.
- Investigations may require working on construction sites, rough terrain, in wetlands, boating and being in the proximity of heavy equipment.
- Frequent travel and attendance at meetings and conferences, both during regular working hours and in the evening, are required.

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In order to participate in the recruitment process, accommodations for people with disabilities may be made by contacting Human Resources at (360) 753-8442.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women, minorities, and people with disabilities are encouraged to apply.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.olympiawa.gov>

Position #1300072  
ASSOCIATE PLANNER  
CW

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360-753-8305

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