City of Wenatchee

Wenatchee

# EMPLOYMENT OPPORTUNITY

# *The City of Wenatchee is an Affirmative Action/Equal Opportunity Employer and values diversity at all levels of its workforce.*

**POSITION: ASSOCIATE PLANNER**

**SALARY RANGE: $4331 - $5318/month**

**TO APPLY:** Submit application, resume and cover letter of introduction to:

City of Wenatchee

Human Resource Department

## PO Box 519 (129 South Chelan Avenue)

Wenatchee WA 98807-0519

(509) 888-6203, fax (509) 888-6201

**Incomplete application packet will not be considered.**

**CLOSING:** **Open Until Filled – First Screening of Applications 7/7/14**

**GENERAL POSITION SUMMARY**

This is a mid-level position in the Community & Economic Development Department. The Associate Planner will work either in current or long range planning or in a capacity that includes a combination of both functions depending upon the work program of the department. Current planning work focus is in the administration and enforcement of the Wenatchee Zoning Ordinance, Subdivision Ordinance, and other planning related ordinances. Long range planning work will include compliance with the Washington State Growth Management Act and other special projects as assigned. Assignments include assisting the public in evaluating a wide range of development proposals and determining correct procedural requirements. Responsible for a variety of technical tasks in support of planning efforts. Work involves extensive public contact.

**ESSENTIAL JOB FUNCTIONS**

1. Review development permit applications in accordance with administrative procedures.
2. Review, analyze and prepare technical reports, correspondence and notices, administrative decisions, and staff recommendations for development proposals.
3. Review applications for consistency with state and local planning regulations, and comprehensive plans.
4. Implement the City of Wenatchee public participation plan with effective public notices and public participation and outreach techniques.
5. Respond to development code questions and explain development permit application process to citizens. Maintain and update all records relating to project files.
6. Organize and attend pre-development review meetings on all major development applications.
7. Review environmental checklists and is responsible for making environmental determinations associated with specific applications.
8. Review, approve and process site and landscape plans to assure compliance with codes and ordinances.
9. Revise ordinances to implement new concepts, legislation, or policies.
10. Research, gather data, evaluate and prepare staff reports, oral presentations and visual aids on proposed developments, ordinances, annexations, and policy or plan changes to boards, commissions and community groups.
11. Assist in the administration of the Wenatchee Zoning Ordinance, Subdivision Ordinance, Landscape and Screening Ordinance, Shoreline Management Act, SEPA laws, Resource Lands and Critical Areas Ordinance
12. Preparation of maps and exhibits for both current and long range planning activities utilizing Geographic Information System software and other tools.
13. Prepare background data, statistical analysis, and special reports pertaining to land use activity and forecasts in support of long range planning activities.
14. Develop, implement and maintain city-wide and sub-area plans in compliance with the Growth Management Act, economic development and community revitalization initiatives.
15. Serve as staff support to the City’s Planning Commission, Hearing Examiner, and Historic Preservation Board, and any other boards, committees, or task forces assigned.
16. Review and interpret written, copied and typed information and material including RCW’s, WAC’s, etc.

**OTHER JOB FUNCTIONS**

Perform other duties as needed or directed.

**SUPERVISORY RESPONSIBILITY**

Not a supervisory position

**INTERPERSONAL CONTACTS**

Position requires nearly constant contact with contractors, developers, architects, engineers, owners, and the general public, as well as various city departments and agencies, and requires the ability to maintain positive interaction with others. This position emphasizes participation in a work environment as a team player but also works independently, exercising sound judgment and appropriate initiative.

**PHYSICAL AND MENTAL CAPABILITIES**

This position requires the ability to prioritize, plan, organize, implement and evaluate a wide variety of tasks. Service to the customers of the department is given highest priority, with an orientation to problem solving techniques. Tasks are often undertaken with time requirements and the ability to manage multiple and competing priorities. Must utilize computer applications to perform the work of the position, including word processing, permit tracking, and spreadsheets. Also, may be assigned to implement computer graphics, mapping and geographic information system development and administration. Refined writing, meeting facilitation, public speaking and presentation skills are desired.

**JOB CONDITIONS**

Duties are performed in an office environment requiring sitting for extended periods, walking under field conditions and occasional lifting under 20 lbs. Frequent evening meeting may occur.

**EDUCATION AND EXPERIENCE**

* Graduation from a four year college or university with a degree in urban and regional planning or closely related field.
* Two years of experience working for a local government or private entity dealing with land use applications or long range municipal planning preferred.  One year of professional experience may be credited if the applicant has obtained a Master's Degree in Urban and Regional Planning.
* Required proficiency in word processing software with the ability to operate data base programs within six month of employment.
* Required knowledge and proficiency in Geographic Information Systems
* Required knowledge of planning and regulatory principles and practices specifically including community and neighborhood planning, historic preservation, environmental and urban design principles.
* The comprehensive planning process including formation, writing, process of adoption and implementation.
* Washington state planning laws including the State Environmental Policy Act (RCW 43.21C, WAC 197-11); Shoreline Management Act (RCW 90.58, WAC 174-14); subdivision regulations (RCW 58.17, RCW 58.12, RCW 58.19); zoning administration, countywide planning policies, and the Growth Management Act.
* Experience working in an urban city of similar size is preferred.
* Ability to establish and maintain effective working relationships with public agencies, decision makers, developers, citizens groups and special interest groups.