



City of Buckley

P.O. Box 1960 ♦ Buckley, WA 98321 ♦ (360) 829-1921 ext. 200

JOB DESCRIPTION

JOB TITLE: City Planner

EXEMPT: Yes

SALARY LEVEL: Adopted Exempt Salary Grid

REPORTS TO: City Administrator/Mayor

JOB CODE:

DEPT: Administration

ADOPTED DATE: 11/26/2006

SUMMARY: This is a professional administrative and technical position in public planning. The employee occupying the position has the responsibility for acting as the City Planning Officer. Under the general supervisory control of the City Administrator, and within the framework of governing federal, state, and local laws, and policies established by the City Council, performs technical and professional work in the current and long range planning, and economic development programs of the city related to the development and implementation of land use and related municipal plans and policies.

Activities are monitored by the City Administrator for compliance with established internal policies and procedures and to ensure inter-municipal coordination and cooperation. Work is reviewed for soundness of professional judgment; for compatibility of program and project recommendations with adopted plans and policies; and for effectiveness with subordinates, city officials, and the civic and business community. Work is subject to review for quality and timeliness of completed projects, effectiveness of personnel and programs management, and general reaction of the public to the services rendered.

Work involves planning, administering, and coordinating both short-range and long-range community development and improvement programs and projects; gathering, interpreting, and preparing materials for planning studies, reports, and recommendations pertaining to shoreline management, land-use control, environmental impact, and annexation studies, and coordinating pertinent grant fund projects. Incumbent is also responsible for enforcing the city's zoning, development, shoreline management, and environmental ordinances and their attendant supplements; processing and reviewing land-use permit applications for public hearings, reviewing development applications; and providing technical and professional support to the Planning Commission, Board of Adjustment, Architectural Review Board and Community Development Committee. May supervise one or more employees engaged in land use permit processing, planning and community development. Effective working relationships with elected program officials, contractors, government agency personnel, city employees, and the general public is a necessary requisite for this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Plans, organizes, and directs all activities of the Planning Department. This includes the assignment, coordination, review, and evaluation of the work of subordinates.
- Provides assistance to the general public, other governmental agencies, co-workers and any others for interpretation and further understanding of applicable permits, planning and regulations relevant to the City's zoning and subdivision code requirements, Buckley Comprehensive Plan and applicable State law.
- Reviews and recommends changes/additions to city zoning, development and building ordinances; cooperates with the Planning Commission in writing, revising, and updating the Comprehensive Plan, and zoning code amendments; coordinates planning input from other department heads and consultants; and provides staff support, organizes schedules, and participates in Planning Commission, Board of Adjustment, Architectural Review Board and Community Development Committee meetings and hearings.
- Reviews quasi-judicial land-use and development applications and recommends disposition to Planning Commission and City Council. Provides administrative services for the Planning Commission and City Council.
- Reviews special permit and license applications pertaining to such documents as business licenses, demolition permits, land disturbing permits, boundary line adjustments, etc.; approves those applications under the incumbent jurisdiction and forwards all others, with appropriate recommendations, to the City Council or designated official for approval.
- Reviews government actions consistent with the State Environmental Policy Act.
- Organizes and implements effective, trackable procedures for reviewing and processing approved and projected development plans and construction to assure compliance with city building codes and supplements, zoning ordinances, environmental laws and regulations, the Shoreline Management Act, and other regulatory requirements.
- Makes reports and keeps appropriate records of activities; maintains records of all licenses and permits processed and issued; and procures or initiates development of necessary maps, blueprints, overlays and sketches pertinent to city planning and development programs and projects.
- Serves as principle representative of the city in coordinating with the county on planning matters within the urban area. Implements goals, objectives, and policies of the city's Comprehensive Plan and provides long-range policy guidance to the City Council by recommending and formulating amendments to the Comprehensive Plan.
- Investigates and reports on possible planning related municipal code violations and development permits. Should violations exist, will assist Building Official as deemed necessary on follow-up investigations and reports.

- Maintains communications and effective working relationships with co-workers, supervisors, other City employees, other government agencies, elected and appointed officials, community groups and the general public.
- Makes speeches/presentations to advisory and community groups on city planning related items.
- Prepares and administers departmental budget.

OTHER JOB FUNCTIONS:

- Provides advice and counsel to City Administrator/Mayor and implements Mayor's directives; makes presentations to City Council, commissions and citizen groups; serves as staff to Council committees as needed; works with other departments on matters of mutual concern and to accomplish departmental objectives.
- Performs other tasks as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree (B. A.) from four-year college or university in Planning, Geography, or related field; and one to two years related experience and/or training; or equivalent combination of education and experience that provides the applicant with the desired skills, knowledge and ability required to perform the job.

LICENSES and/or CERTIFICATIONS: Applicant must possess a valid Washington State driver's license, current CPR and First Aid certification or be able to obtain them within six months of hire.

KNOWLEDGE, ABILITIES, and SKILLS:

- Thorough knowledge of the principles and accepted practices of public planning and of the socio-economic and legal aspects involved.
- Thorough knowledge of municipal administration, ordinances, statutes and other legal processes.
- Knowledge of the principles and practices of office management, work organization and supervision.
- Considerable knowledge of modern trends and literature in the field of planning.
- Considerable knowledge of federal, state, and local laws, codes, ordinances, regulations, and standards incident to municipal planning and development and the building trades.
- Knowledge of state annexation laws and annexation procedures.

- Ability to think conceptually, observe and evaluate trends, analyzes data, draw logical conclusions, and prepare comprehensive reports.
- Ability to plan, assign, and coordinate the work of subordinates.
- Ability to communicate well in English, both orally and in writing.
- Ability to gain and retain effective working relationships with employees, city officials, other municipal and governmental agency officials, and the general public.
- Ability to work on many projects at the same time in a dynamic and rapidly growing community.
- Ability to prepare and direct preparation of comprehensive reports, budgets, departmental materials and correspondence.
- Ability to develop and monitor work procedures and budget guidelines.

WORKING CONDITIONS and PHYSICAL ABILITIES: Work is performed in an office or conference room setting as well as out-of-doors. A moderate amount of local traveling is involved in construction site visits and facility and area tours. Consequently, the incumbent is exposed to occasional inclement weather and the normal transportation and construction activity such as high noise levels, moving vehicles and machines, dust and mud, and traversing of exposed and sometimes insecure walkways and platforms. May wear protective clothing and equipment such as helmet, gloves, goggles, and safety shoes. Work requires some exertion such as climbing, walking over rough surfaces and loose material; crouching, bending, stooping and reaching; and lifting of light to moderately heavy items. Work requires average physical agility and dexterity.

The physical demands described here 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 functions.

Dave Schmidt, City Administrator

Date