

CITY OF BATTLE GROUND

Job Description

SENIOR PLANNER

FLSA Position Status: Exempt

Salary: Range 17

DEFINITION:

Performs a variety of professional and complex administrative, technical and supervisory and/or lead duties in leading current and/or long-range planning projects of the city, which require analysis of complex issues, program administration and coordination with internal and external departments and agencies, working with the general public and providing responsible and complex staff support.

SUPERVISION:

Works under the supervision of the Department Director with individual initiative, discretion, and judgment in the performance of duties based on knowledge of City procedures, policies and programs, directs the daily work of the development services program.

Exercises supervision over assistant or specialty planners on a given project, as assigned. Provides direct supervision to support staff, part-time or temporary employees or volunteers, as assigned. Provides input to the Department Director on employment actions.

ESSENTIAL FUNCTIONS:

- Provides technical and professional advice; makes presentations to supervisors, boards, commissions, council, civic groups and the general public. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.
- Gathers, interprets and prepares data for studies, reports for decisions-making purposes, and coordinates department activities with other departments and agencies, as needed.
- Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.
- Identifies opportunities for improvements to review procedures, identifies resource needs, reviews with management staff and implements improvements.
- Leads the development and implementation of growth management, land use, economic development, housing, transportation, facilities or other plans and codes to meet the city's needs and any inter-governmental agreements or requirements.
- Coordinates and leads the evaluation of land use proposals for conformity to established plans and ordinances; evaluates development impact of proposals as they relate to the adopted plans of the city and makes recommendations to boards, commissions or planning manager; evaluates land use applications and site plans for compliance with applicable local, state or federal laws; monitors assigned land use applications through the approval states and prepares reports and related data, as required; evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
- Assigns work activities and projects, direct staff on the application interpretation and use of codes and ordinances, monitor work flow and timelines, reviews and

evaluates work products and staff reports, meets with staff to identify and resolves problems.

- Direct city staff in the enforcement of local land use and development ordinances and in interpreting city codes as they relate to comprehensive plans.
- Participates in the selection, orientation and training of division personnel. Completes or assists in performance evaluations of staff.
- Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings.
- Responds to local citizens inquiring about local planning and zoning regulations and ordinances.
- Represents the City in various department programs/ projects. Policies and activities; negotiates and resolves sensitive and controversial issues.
- Prepares requests for proposals from outside contractors. Coordinates and manages planning consultant contracts, oversees consultant records and invoices.
- Provides staff assistance to the Department Director, and serves as a member of various staff committees, as assigned.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of urban and municipal planning.
- Assists other planning staff members, as needed.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- **Constant Demands:** Sitting, talking, hearing, seeing, a negligible amount of force constantly to move objects.
- **Frequent Demands:** Standing, walking, stooping, kneeling, reaching, lifting, grasping, repetitive hand and arm motion, fingering, up to 10 lbs. of force frequently and hand-eye coordination is necessary to operate a personal computer; motor vehicle; calculator; phone; copy and fax machine; various graphic design tools.
- **Occasional Demands:** Exerting up to 20 lbs. of force occasionally. Occasionally works in outside weather conditions in the inspection of various land use developments and construction sites and is exposed to wet and/or humid conditions, as well as airborne particles.
- **Light Work:** If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and a worker sits most of the time, the job is rated for light work.

QUALIFICATIONS:

Knowledge of:

- Zoning laws and comprehensive plans, including their formation, process of adoption, implementation and enforcement; planning programs and process; and knowledge of GIS applications is highly desirable.
- Modern office methods, procedures and office equipment.
- Basic computer literacy and experience using a personal computer.
- City government functions, policies, rules and regulations.

Ability to:

- Apply, interpret and explain complex legal and administrative information.
- Direct and coordinate assigned staff and work activities.
- Communicate effectively, both orally and in writing with architects, contractors, developers, owners, supervisors, employees and the general public.
- Interpret and apply federal, state and local policies, rules and regulations.
- Work under pressure, with challenging deadlines.
- Work independently on multiple tasks, copes with interruptions and meet deadlines.
- Prioritize tasks and coordinate efforts.
- Deal effectively with the public and maintain effective working relationships with those contacted in the performance of required duties.

- Work as a team player.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four-year college or university, with a degree in land-use planning, urban planning, architecture, landscape architecture, or a closely related field
- Four (4) or more years of increasingly responsible experience in urban planning or a closely related field.
- Any equivalent combination of education and experience, that provides the previous knowledge and abilities.