

CITY OF BLACK DIAMOND

JOB DESCRIPTION

Job Title: **SENIOR PLANNER**
Department: Community Development
Reports to: Community Development Director
Compensation: \$5,724-\$6,957 per month
FLSA: Non-Exempt

SUMMARY:

Positions in this classification perform a range of advanced professional level urban, land use and environmental planning work. As such, work involves activities in support of major planning projects and policy development. This work requires the application of well-developed written and analytical skills in urban design, land use, code enforcement, transportation, economic development, environmental concerns and other subjects related to planning. Issues are often highly sensitive and therefore require direct contact with citizens, elected officials, officials from other jurisdictions, other City department directors and community leaders. Incumbents must be able to communicate policy in a persuasive, informative and diplomatic manner. Work is performed under deadlines and requires attendance at public meetings and hearings, many of which are held in evening hours. The work requires negotiation and persuasion skills to handle sometimes hostile situations, requiring that policy positions and technical information be translated to other professionals, citizens and elected officials. Excellent speaking and communication skills are required due to frequent presentations before community groups, the Hearing Examiner, the Planning Commission and the City Council.

SCOPE:

Reports to: Community Development Director

Independently performs advanced and complex or highly sensitive planning and community development duties based on professional standards and established policies, guidelines and procedures.

DISTINGUISHING CHARACTERISTICS:

Incumbents at this level handle complex and sensitive urban and other planning issues. Work is performed independently with responsibility for the design, implementation, and evaluation of land use plans and permit processing. The main difference between the Senior Planner and the Associate Planner position is the degree of independent work involved and the greater amounts of experience, responsibility, leadership, facilitating skills, and ability to handle community and political sensitivity related to complex planning issues. Positions at this level provide guidance and assistance to and may supervise less experienced planners and other staff.

WORK ENVIRONMENT:

Work is primarily performed in an office setting. Duties require attending some meetings at night and field and site visits and other meetings away from the office. Physical effort is needed to move, lift and carry office equipment, supplies, and materials. Basic communication skills such as talking, seeing and hearing are needed for frequent person-to-person contact, and telephone usage. The nature of the work has frequent interruptions and contact with the public and staff, and requires strong communication skills.

ESSENTIAL FUNCTIONS:

- Develops and administers complex long-range policy or current land use and community development planning programs which include coordinating development of criteria and policies, reviewing work of planners assigned to the project, and advising planning staff of the specific processes involved.
- Reviews land use applications and site plans for compliance with local and state regulations and plans. Leads and coordinates assigned land use applications through hearing and adoption stages, developing and preparing additional related data as required.
- Coordinates processing of land use applications and preparation of planning studies and reports with other City departments and local agencies, as required.
- Prepares planning reports including recommendations and supporting data for approval and submission to the Planning Commission and City Council. Provides project evaluation and technical direction to planning and other City staff regarding a specialized area of planning such as transportation, environmental concerns, community development or land use.
- Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socioeconomic changes, and informing the public.
- Prepares and presents written, oral, and visual reports to hearing bodies, committees, community groups, and private organizations to explain City policy and the impact of planning and development on the community. Attends and makes presentations to such bodies as the Planning Commission, Hearing Examiner, staff, ad hoc and other committees, and City Council regarding specific projects and staff findings and recommendations.
- Provides information to property owners, investors, real estate developers and other interested parties pertaining to land use applications, ordinances, codes and related planning information.
- Advises citizens, community leaders and elected officials on public policy issues, planning procedures, special and comprehensive plans, as well as regulatory ordinances. Participates in the negotiation of mitigation agreements with developers.

- Prepares submits and presents grant proposals; prepares graphics and maps for written reports and presentations.
- Attends and may facilitate city and local planning meetings relative to planning assignments to review and coordinate development and planning activities.
- May supervise other professional planners and/or support staff.
- Other duties as assigned.

OTHER JOB DUTIES:

- Updates City maps and documents by reviewing and suggesting administrative procedures, preparation of City census, coordination of planning efforts with other government jurisdictions, and implementation of grant programs.

QUALIFICATIONS:

Education and Training:

Bachelor's degree in planning or related field, and four years of progressively responsible experience in urban or regional planning or a related field; a Master's degree in urban or regional planning or related field may substitute for one year of experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Licensing and Certification:

Valid Washington State driver's license free of serious or frequent violations required. AICP (American Institute of Certified Planners) certification preferred.

Knowledge, Skills, and Abilities:

- Thorough knowledge of principles, practices, regulations, and techniques in the field of municipal land use planning including such areas as land use, transportation, environmental impact, or other related areas.
- Knowledge of Washington State planning related laws, such as the Growth Management Act; Shorelines Management Act; and State Environmental Policy Act.
- Knowledge of research methods and ability to compile and analyze original data.
- Knowledge of GIS, cartography and graphic design.
- Ability to prepare and administer plans based on survey and analysis of data, citizen participation, and agency consultation.

- Ability to establish and maintain effective working relations with public officials, planning staff, the development community, citizens and work as a part of a team.
- Ability to organize and oversee work programs, including monitoring budgets, work schedules, grant requirements, and progress reviews.
- Ability to communicate effectively with individuals and groups regarding complex or controversial public policy issues or regulations.
- Ability to prepare concise, well supported, and effective reports; related graphics materials; and maps.

The statements contained herein reflect general details as necessary to describe the principal functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

ORIGINATION DATE: April 2008
MODIFIED: May 2012
SALARY UPDATED: June 2022