



<b>CLASSIFICATION TITLE:</b> Planner	<b>JOB NUMBER:</b> 7105	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Planning Manager	<b>PAY GRADE:</b> 19	<b>FLSA STATUS:</b> Non-Exempt

## GENERAL SUMMARY

Performs intermediate technical work pertaining to routine planning projects and activities pertaining to general planning and growth, shoreline management, environmental policies, and land-use related zoning and development issues, and related work as apparent or assigned. Work is performed under the moderate supervision of the Planning Manager (supervisor).

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of Teamwork, Integrity, and Excellence promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Performs a variety of routine planning projects and activities; assists with interpretation, administration and monitoring of local, State and Federal regulations pertaining to general planning, and growth, shoreline management, environmental policies and land use related issues, zoning and development permits.
- Assists with reviews and editing of plans and studies for master plans, area-wide and sub-area planning projects, and planning directives and policies; assists in the development, revision and implementation of comprehensive plans and other long-range planning projects.
- Assists in maintaining the City's comprehensive planning land use database and associated mapping; develops land use, zoning and special area maps; performs research and statistical analysis related to demographics, population forecasts, housing studies, economic forecasts, land use studies, and traffic studies.

- Assists in the preparation of goals, objectives, policy statements, and descriptive text for consideration by Boards and Commissions for inclusion in the City's Comprehensive Plan and other planning projects.
- Assists in the preparation of staff reports and oral presentations to City Council, Boards and Commissions and other groups concerning planning projects and proposed developments; provides staff support to Boards and Commissions.
- Prepares oral presentations for community groups and the general-public; prepares visual aids such as charts, maps and diagrams; reviews applications and assists in the preparation of more complex reports.
- Researches, develops and recommends amendments to the Richland Municipal Code regarding standards and policies for environmental protections, community development, shoreline management, zoning and land use related issues.
- Administers City ordinances related to the Comprehensive Plan, Development Regulations, and state regulations including the Growth Management Act, State Environmental Policy Act, and the Shoreline Management Act; reviews related applications and documentation.
- Processes and reviews subdivisions, plats, binding site plans, and design and improvement standards; ensures proposals are consistent with related ordinances, zoning regulations and applicable state laws.
- Assist the assigned supervisor in the development, revision and implementation of comprehensive plans and other long-range planning projects.
- Serves as City representative on various committees; and attends Council, Board and Commission meetings as assigned.

## **KNOWLEDGE, SKILLS & ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position..*

### **Knowledge of:**

- Applicable Federal, State and local laws, rules, codes and regulations related to assigned activities.
- Federal State and local planning and environmental laws and ordinances.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures and techniques.
- Principles and terms related to general and applied planning, development regulations, land use theory, comprehensive planning and zoning requirements.
- Comprehensive Plan, development regulations, and state regulations including the Growth Management Act, State Environmental Policy Act, and the Shoreline Management Act Research techniques.
- Demographics, population forecasting, housing, land use and traffic studies
- Math skills, including statistical analysis.



- Principles, practices and operation of Geographic Information Systems.

#### Skills and abilities to:

- Read, explain and apply Federal, State and local planning and environmental laws and ordinances.
- Interpret, administer and monitor local, State and Federal regulations pertaining to planning, environmental protection and land use related issues.
- Learn policies and objectives of assigned program and activities; and function within those parameters.
- Collect, prepare and analyze statistical information.
- Read and interpret maps.
- Perform mathematical operations quickly and accurately.
- Prepare and deliver effective oral presentations to Boards, Commissions, community groups and the general-public.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Operate a variety of modern office equipment and personal computers in a Windows computing environment using standard or customized software application programs appropriate to assigned activities.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, streamline work processes and work cooperatively and jointly to provide quality customer service.

#### **SPECIAL REQUIREMENTS**

- Valid driver's license.

#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree with coursework in urban or regional planning, public administration, or related field and one (1) year of experience in planning, land use zoning and development, or equivalent combination of education and experience.

#### **COMPETENCIES**

##### **Foundational**

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class.

Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

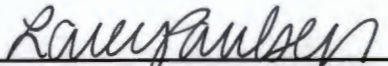
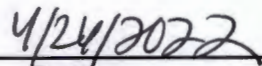

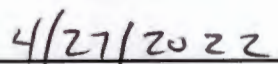

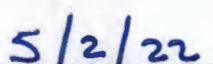
This work requires regular and punctual attendance at the office or other assigned locations; work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work is generally in a moderately noisy location (e.g. business office, light traffic).



**Authorization (for Archive)**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date