



CLASSIFICATION TITLE: Senior Planner	JOB NUMBER: 7124	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Planning Manager	PAY GRADE: 22	FLSA STATUS: Exempt

GENERAL SUMMARY

Performs intermediate skilled technical work interpreting, monitoring, and administering local, State, and Federal regulations pertaining to planning, environmental and land-use related 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 complex and comprehensive planning for current, long-range and other planning projects; conducts presentations to City groups and directs projects involving contractors.
- Reviews and edits plans and studies for Comprehensive Plan directives, objectives and policies; administers, interprets and monitors local, State and Federal regulations concerning zoning and building permit applications; processes and reviews short plats and subdivisions; assures proposals are consistent with related ordinances, zoning regulations and applicable State law requirements.
- Prepares goals, objectives and policy statements for boards and commissions to consider for inclusion in the Comprehensive Plan; prepares descriptive text for various boards and commissions.

- Monitors, coordinates and provides project management oversight for preparation of Comprehensive Plan elements by various staff, committees, Boards and Committees; trains and provides work direction and guidance to assigned personnel.
- Reviews applications; prepares staff reports; presents oral staff recommendations to the Hearing Examiner, Board of Adjustment and Planning Commission; prepares and conduct presentations to City groups and meets with and coordinates projects with outside contractors.
- Researches, develops and recommends amendments to Richland Municipal Code regarding standards and policies for environmental, community development, shoreline, zoning and related matters; researches, develops and analyzes statistical data.
- Prepares and presents proposed developments to the Hearing Examiner, Board of Adjustment, Planning Commission and the public utilizing visual aids such as charts, maps and diagrams.
- Reviews projects for consistency with various ordinances, including State Environmental Policy Act (SEPA), Critical Areas Ordinance, and Shoreline Master Program.

KNOWLEDGE, SKILLS AND 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.
- Principles and terms related to planning and building permits, land use theory and zoning requirements.
- Federal, State and local planning and environmental laws and ordinances.
- Demographics and population statistics.
- Policies and objectives of assigned program and activities.
- Research techniques.
- Basic math skills, including statistics.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Interpersonal skills using tact, patience and courtesy.

Skills and Abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Collect, prepare and analyze City demographic data.
- Read and interpret maps.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.

- 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, organize own work, set priorities, and meet critical time 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 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 three (3) years of experience in current or long-range planning, design work, project management, 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




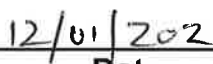


The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the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

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and using of measuring devices; work has no exposure to environmental conditions; 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 Manager	 _____ Date
 _____ Department Head	 _____ Date
 _____ City Manager or Authorized Designee	 _____ Date

