CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:					
Classification Specification: PLANNER					
Salary Range: NR35 - Management Benefit Level C					
Position Description: Planner - Current Planning					
Incumbent:					
Location: Community Development - Planning Services					

GENERAL PURPOSE:

Under the direction of the Principal Planner or designee, perform a variety of professional, analytical, and technical planning duties in the area of current planning and environmental and land use management.

Work is characterized by professional-level, analytical, and technical planning duties associated with the implementation and administration of City codes, ordinances, policies, and procedures in the areas of current planning and environmental and land use management. The incumbent ensures compliance with various City and State ordinances, regulations, and policies related to land development; applies research and analytical skills; prepares and presents staff reports for public hearings and meetings; informs the public, other agencies, developers, and others of various City and State land use and development code requirements and policies. The incumbent is required to work on several projects concurrently and complete work with multiple interruptions. The incumbent may assist in developing and revising the Comprehensive Plan; researching and developing policies; writing, overseeing, and coordinating grants; and performing planning and coordination tasks for special projects and programs. While actual duties of each Planner in this classification will vary from time to time, all Planners may be assigned to perform work in any or all areas.

Work is performed under limited supervision. The supervisor sets the overall objectives and resources available. The incumbent and supervisor work together to develop deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Initiate, coordinate, and complete the review of various land use and development applications to ensure compliance with City land use and development codes, ordinances, and state mandated project review timelines; review, process, and approve site and landscape plans to assure compliance with codes and ordinances; conduct certificate of occupancy and landscape site inspections.

Research, analyze, prepare, and present staff reports on current planning issues for the City Hearing Examiner, SEPA Responsible Official, Short Plat Committee, Design Review Committee, and City Council. This includes providing professional level analysis to support findings, recommendations, and decisions generated by City staff.

Have a working knowledge of other development standards as applied by various City departments.

Effectively communicate, both orally and in writing, with customers which include, but are not limited to, the public, land developers, other agencies, elected officials, and other City departments throughout the permit review process to help them understand and interpret application processes, review timelines, code requirements, and land use policies.

Represent Planning Services at the City Permit Center. Gather and interpret information regarding customer questions related to land use and development regulations and policies, specific land use and development proposals, and permit application requirements. Review land use and development permit applications, plans, and related documents for completeness and adequacy, determining acceptability for analysis and processing. Perform impromptu development plan review.

Organize, attend, and conduct interdepartmental and public meetings on development applications, land use policy, plans, and implementation measures. Serve as a member of various city committees and task forces as assigned.

Ensure timely and accurate public notice of land use related applications, public hearings, and threshold determinations; prepare onsite posting of appropriate public information.

Effectively and tactfully enforce regulations of the Zoning Code and other land use codes and ordinances as required; discuss complaints with members of the public, following up with field visits and related correspondence. Assist the Legal Department and Code Enforcement Officers by providing information on zoning and land use related enforcement issues and testifying before the City Hearing Examiner.

Prepare a variety of planning graphics, including conventional and computer-assisted graphics and maps, for reports and public presentations.

May assist in the research, analysis, and development of comprehensive plans, code and policy development, and programs for utilization of land and physical facilities of the City, which would include presentations to the Land Use & Planning Board, Planning & Economic Development Committee, and City Council.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

Position Description: Planner - Current Planner Page 3 of 5

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Municipal government policies, procedures, structure, operations, and objectives
- Applicable local, state, and federal laws, codes, regulations, and ordinances
- Current literature, trends, and developments in the planning field
- Principles and practices of municipal planning and zoning
- Research methodology as applied to the collection and analysis of planning data
- Long range planning, including policy development, growth management requirements, and land use law as it pertains to land use planning and development
- Planning information sources including demographic and economic data, environmental determinants of land use, land development trends, and legal requirements
- General theories, principles, and practices of site planning and design review, relating to the development and use of land, and the construction of buildings
- Engineering, architecture, and/or cartographic illustration
- General principles and practices of governmental budgeting, accounting, and purchasing
- Modern office practices, procedures, and equipment including personal computers related software such as word processing and spreadsheet programs, geographic information system (GIS) and automated permit processing
- Correct usage of English grammar, spelling, punctuation, and vocabulary
- Telephone, electronic mail, and Internet techniques and etiquette
- Technical aspects of field of specialty

SKILLED IN:

- Using research and analytical methods, practices, and procedures to define and resolve issues
- Interpreting and making decisions in accordance with ordinances, governmental regulations, and policies
- Thinking conceptually, observing and evaluating trends, analyzing data, and drawing logical conclusions
- Effective organization and expression of ideas through use of oral and written communications
- Effective use of interpersonal skills in a tactful, patient and courteous manner
- Recordkeeping and preparing reports on current planning issues

ABILITY TO:

- Organize and conduct various research projects
- Collect and analyze planning data
- Assist in development and revision of the Comprehensive Plan
- Communicate effectively both orally and in writing
- Make effective oral presentations at public hearings and meetings
- Work with blueprints, shop drawings, and sketches
- Physically perform the requirements of the position
- Work in a rapid-pace work environment on several projects concurrently, complete work with multiple interruptions, and organize work to meet schedules and timelines
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Read, analyze, interpret, apply, and explain City codes, rules, regulations, policies, and procedures, general business periodicals, professional journals, technical procedures, financial reports, legal documents, and governmental regulations

- Effectively speak and present information, and respond to questions from City Council, management, developers, the general public, and/or public groups
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Work independently and make decisions within broad guidelines
- Compose, proofread, and edit general correspondence, routine reports, contracts, and similar documents
- Add, subtract, multiply, divide; compute fractions, ratios, percentages, proportions; draw and interpret graphs and charts; and apply these concepts to practical situations
- Define problems, collect data, establish facts, and draw valid conclusions; apply common sense understanding to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Perform work in confidence and under pressure for deadlines
- Be frequently involved in politically sensitive issues requiring a considerable amount of tact, patience, and diplomacy

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Planning, Public Administration or related field; and

Experience: Two (2) years of professional-level experience in Municipal Planning.

Or: In place of the above requirement, the incumbent may possess any combination of

relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed

above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License, or the ability to obtain one within thirty (30) days of employment
- Must be able to successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer including spreadsheet and word processing software, printers, telephone, fax and copy machine, calculator, projector, and architect and engineer scales.

The incumbent may also be required to operate a City vehicle to travel to and from inspection sites.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee frequently is required to reach with hands and

arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed primarily in an indoor environment, subject to driving from site to site to visit development sites and perform inspections. When performing work in the office, the employee is subject to frequent interruptions by walk-in citizens, developers, employees, telephone calls, and interoffice activities. Incumbent may also be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate.

SIGNATUR	ES:			
Incumbent'	's Signature	Date	Supervisor's Signature	Date
Approval:				
Departmen	t Director/Designee	Date	Employee Services Director/Des	signee Date
** Note:	This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.			

Revised: 7/27/07; 10/16/07