

City of Kelso, Washington

Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position.	TITLE Associate Planner
DEPARTMENT Community Development	CLASS/EXEMPT STATUS Non-Exempt
DIVISION Building & Planning	SUPERVISOR Community Development Director/City Engineer
CLASSIFICATION RANGE M-10	

POSITION DESCRIPTION

Under the general direction of the Community Development Director/City Engineer, or designee, the associate planner position is responsible for coordinating, preparing, and/or administering regional or local plans, land use regulations, design standards, information systems, or planning programs. Associate Planners are given broad responsibilities for managing projects, developing recommendations on planning issues, implementation of policies, and working with the public and appointed/elected officials.

ESSENTIAL FUNCTIONS

- Responsible for completing a variety of activities relating to the City's planning functions.
- Coordinate the preparation or administration of plans, land use regulations, design standards, information systems, or planning programs.
- Conduct complex studies related to land use, transportation, shoreline, community and economic development, environment, or historic preservation.
- Manage or conduct investigations, analysis, and preparation of documents and reports on planning issues, policies, and their application.
- Provide staff support to appointed committees on planning and zoning issues or special studies.
- Prepare and present reports to hearings bodies, committees, community groups, and private organizations to explain the impact of projects and developments.
- Provide technical and administrative assistance as staff planner for the City Council and Planning Commission.
- Respond to public inquiries with information on planning projects, processes, and policies.

TYPICAL QUALIFICATIONS

Knowledge/Skills/Abilities:

- Knowledge of planning principles, practices, regulations, and techniques as related to land use, environmental impact, transportation, etc.
- Knowledge of local government and political decision-making processes related to planning issues.
- Knowledge of specialized area of planning such as community development, economic development, environmental planning, historic preservation, or forecasting regional development.
- Skill in working with various stakeholders to achieve a solution to a project or proposal.
- Skill in formulating and presenting appropriate planning options to various audiences.
- Skill in preparing support documentation which clearly, precisely, and concisely presents planning recommendations.
- Skill in working in a team discipline.
- Ability to develop and write plans based on an analysis of data and on-going citizen and staff input.
- Ability to organize and manage varied work programs, including monitoring the budget, work schedules, grant requirements, and progress reviews.
- Ability to communicate effectively with individuals and groups regarding complex or controversial planning policies or regulations.

Knowledge/Skills/Abilities: (cont'd)

- Ability to direct or coordinate the work of planning and agency staff members.
- Ability to establish and maintain effective working relationships with elected and appointed officials, staff of other agencies, internal staff, and the community.
- Demonstrated punctual, regular and reliable attendance is required.

POSITION REQUIREMENTS (Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):

EDUCATION

- Bachelor's Degree in Urban Planning, Public Administration, Architecture, or related field. Graduate Degree in Urban Planning and/or AICP certification is highly desirable.

EXPERIENCE

- Three (3) years of municipal planning experience.
- Any combination of education, work, or internship experience in public or private organizations that demonstrate attainment of the necessary Knowledge, Skills, and Abilities provided within the position description.

SPECIAL REQUIREMENTS

- A valid driver's license is required.
- Appointees not possessing a valid Washington or Oregon State Driver's License upon hire must obtain one within currently effective statutory time limit.
- Successfully pass a modified background investigation.
- Occasional lifting of up to 25 pounds.

Contacts:

- Planners have significant daily contact with the public for the purpose of information-sharing and problem resolution.
- Due to the subject matter some contacts may be confrontational, requiring the Planner to explain City policies and procedures in a professional, concise, and respectful manner.
- Planners also have daily contact with other City staff for the purpose of information sharing, work coordination, and problem resolution.
- Additional contacts with public officials are for the purpose information gathering and project definition.
- Contacts with public officials are usually held in a public meeting forum and may be stressful and/or confrontational due to the subject matter.

Supervision:

- May serve as Project Lead.
- May assist in the training and/or supervision of less experienced staff members.

Accountability:

- Planners are accountable for completing all assigned work in a timely, professional manner.

Working Conditions:

- Work is conducted primarily in an office environment which requires sitting for extended periods.
- Mobility sufficient to attend various meetings and visit work and/or construction sites is necessary.
- Occasional lifting of up to 25 pounds.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
M. Kardas	4/20/2016			P. Murray	4/20/2016	S. Taylor	4/20/2016