

CITY OF NEWCASTLE

POSITION DESCRIPTION

Title	Senior Planner	Date Revised	April 2017
Department	Community Development	Job Classification	Non-Represented
Reports To	Community Development Director	Yearly Salary Range	See Current Budget
Supervises	N/A	FLSA Status	Exempt

GENERAL FUNCTION

Under general supervision of Director of Community Development, this position performs a variety of administrative, supervisory and technical work in current and long-range planning functions including strategic plans, the Growth Management Act (GMA) and State Environmental Policy Act (SEPA) compliance and administration. Work also involves oversight and project management of development review and land use and environmental permitting for major current planning projects, as well as leading long-range planning projects. The position will work with and/or attend meetings for Planning Commission, City Hearing Examiner and representatives of other City departments, land developers and their agents and the general public to provide information and advice on sensitive community issues.

REPRESENTATIVE ESSENTIAL DUTIES and RESPONSIBILITIES

This list illustrates the various type of work that one may perform. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Consistent with the expectations of the City manager, instills and personally abides by a culture within the Department that is customer-and business-friendly; encourages staff to take reasonable extra measures and/or time to ensure that the needs of City customers and constituents are addressed or solved at a human-to-human level rather than a bureaucratic one.
2. Supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and assists to evaluate assigned staff; review progress and directs changes as needed.
3. Administers policies and procedures, manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs.
4. Reviews key communications written by staff before they are issued to better assure they are accurate, appropriate and in keeping with the customer service ethic.
5. Develops updates and implements the Comprehensive Plan, including all associated outreach, public process, technical analysis, regulatory compliance and monitoring functions.
6. Oversees complex and specialized planning functions such as large-scale new development proposals, sub-area plans, environmental studies and zoning code amendments.

7. Monitors and ensures compliance with local, state and federal planning, growth management, environmental and other applicable laws.
8. Administer contracts with outside consulting services as required; advertise, interview and select consultants; negotiate work programs for contracts.
9. Applies professional knowledge, such as urban planning, site and landscape design, architectural and urban design, economic development principles and environmental review to a variety of projects and develop possible solutions and alternatives to complex planning and development issues.
10. Evaluates and interprets compatibility of land use projects against applicable building and land use codes, ordinances and policies.
11. Advises the Community Development Director and City Manager on all planning and building related matters.
12. Provides technical and professional advice on complex land use and development issues; makes presentations to supervisors, boards, commissions' civic groups and the general public. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulation to architects, engineers, developers, contractors, owners, community groups and interested persons.
13. Serves as liaison and performs all necessary functions in support of Planning Commission and Hearing Examiner.
14. Interprets, applies and communicates technical, statistical and legal codes, policies and ordinances, including zonings, land use and environmental regulations to customers.
15. Performs research tasks as assigned in areas of land use policies and major revisions to the zoning code and ordinances.
16. Performs design review for major non-single family development within the community.
17. Coordinate land use permit and plan review activities within the City and with federal, state, local and private agencies.
18. Performs environmental review and evaluates threshold determinations. This includes: compliance with applicable state law, City standards and zoning codes for transportation, noise, and air and water quality. Produces written document with conditions to issue a determination of non-significance or require environmental impact statements or scoping to specific issues.
19. Investigates and follows-up with citizen requests, concerns and complaints using the City's Cartegraph reporting process.

Other Duties

1. Assists in maintaining Department data bases and information systems.

2. Because of the small size of the city staff, each employee is expected to perform a wide range of office and field duties as may be required from time to time.

WORKING CONDITIONS

The working conditions 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 frequently is required to walk, sit, talk, and/or hear. The employee frequently is required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet in the office, and moderately loud in the field.

KNOWLEDGE and SKILLS (Entry requirements)

Knowledge of:

- Principles and practices of urban planning, including zoning laws and subdivision code development and administration;
- Applicable laws, standards, precedents, and agency rules;
- Processes of developing, adopting, implementing, and enforcing comprehensive land use plans and other municipal policies and related documents;
- Land use permitting processes and required documentation;
- Principles and processes for providing high-quality customer services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; and
- Research and report writing techniques.

Skill in:

- Interpreting land use plans and maps;
- Reading and understanding plans and blueprints;
- Proficiently use various software applications, including MS Office Suite, tracking software, various graphic design tools, and related office equipment;
- Communicating effectively in a tactful, patient and courteous manner, orally and in writing, in ways appropriate for the needs of the audience, at times in confrontational and/or stressful situations;
- Making presentations with related visual aids;
- Developing clear, concise staff reports;
- Prioritizing;
- Problem solving; and

- Establishing effective working relationships.

MINIMUM QUALIFICATIONS

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture, geography, or a related field, and a minimum four (4) years of experience in municipal planning.

Special Requirements

A.I.C.P. certification is desired (but not required).

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

This classification description does not constitute an employment agreement between the City and employee. It is subject to change by the City as the needs of the City and requirements change.

Appointment and Removal Authority: The City Manager is the appointing authority of the City with power of appointment and removal of all employees.

Abide by Personnel Policies: Upon acceptance of employment, the employee will be provided with a copy of the City's *Personnel Policies*, will be asked to acknowledge receipt of same in writing, and be required to abide by those policies, as printed at that time or thereafter amended, during employment with the City.

Approvals:

City Manager:  Date: 4/3/2018