

CITY OF CHELAN JOB DESCRIPTION

POSITION: Senior Planner

DEPARTMENT: Planning and Community Development

REPORTS TO: Planning and Community Development Director

SALARY AND BENEFITS: \$7,651 - \$9,299 (2024 STEP 29) – BENEFIT INFORMATION ATTACHED

FLSA STATUS: Exempt, Non-Represented

POSITION PURPOSE

The Senior Planner performs advanced-level professional planning work on current and/or long-range planning and special projects under the general supervision of the Planning and Community Development Director. They are responsible for complex planning tasks that require a high degree of knowledge related to all areas of current and long-range planning and/or specialized disciplines. While this position does not have any assigned supervisory responsibilities, the Senior Planner may provide technical or functional training and direction to Assistant and/or Associate Planners.

ESSENTIAL JOB FUNCTIONS

- Perform advanced professional work related to a variety of planning assignments, including but not limited to current and long-range planning.

EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES

- Serve as project manager on complex planning projects including in-depth application and plan review, coordination with applicants to obtain additional information and/or project changes as necessary. Prepare legal notices, background research, and staff reports. Attend public hearings and make presentations. Monitor implementation measures, conditions of approval, check application submittals for building plan check and may inspect sites.
- Assemble teams for complex planning and development projects; define scope and schedules for review, monitor project progress, review work, resolve issues and conflicts, report findings and recommendations, document, approve, and be accountable for project progress.
- Monitor permit processing from pre-design plan review to field construction, inspection coordination, and project close-out. Serve as system administrator for the permit tracking process and coordinate and conduct training and instruction for the permit tracking system, city regulations, and department procedures.
- Prepare, review, and develop procedures and policies used in the development and permit review process.
- Work professionally with property owners, developers, attorneys, and other design

City of Chelan, Senior Planner: Revised 5.8.23

2.20.24 (salary)

professionals to discuss and resolve planning and development issues. Exercise considerable discretion in problem-solving, decision-making, and negotiating agreements.

- Interpret and apply local and State laws and regulations. Conduct and supervise planning studies in the community. Gather data for implementing or evaluating current and advance planning projects and make recommendations.
- Conduct long-range planning assignments. Perform special projects as assigned. Participate in or lead team efforts related to Comprehensive Plan, Shoreline Master Program and code amendments and updates.
- Manage or lead in the team effort related to the preparation of Environmental Impact Statements and environmental checklists pursuant to the State Environmental Policy Act (SEPA). Develop appropriate mitigation measures and provide the local SEPA Official with recommendations concerning environmental threshold determinations.
- Represent the City and present oral reports at public hearings. Provide staff support to a variety of boards and commissions. Provide background and technical assistance to boards and committee members. Attend and participate in professional groups and committees.
- Interact and communicate with a variety of individuals and groups for the purpose of obtaining and providing information, coordinating activities, processing projects, negotiating plan changes, and formulating recommendations.
- Conduct highly technical research and analysis, evaluate findings, identify significant issues, determine options, and develop staff recommendations.
- Perform field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.

QUALIFICATION REQUIREMENTS

- A master's degree in urban and regional planning or a related field and a minimum of four years of progressively responsible experience providing professional planning services in a city or county, or as a contract planning consultant to a city or county government, OR a bachelor's degree in planning or a related field and a minimum of five years of progressively responsible professional planning experience, OR an equivalent combination of education and experience.
- It is desirable to be certified by the American Institute of Certified Planners (AICP).
- Valid Washington State Driver's License with record free from serious or frequent violations.

Requires ability to:

- Exercise independent judgment and initiative to develop effective solutions for problems.
- Identify and address sensitive community and organizational issues, concerns, and needs.
- Interpret and apply relevant local, state, and federal policies, codes, laws, and regulations.
- Read and comprehend site plans, building elevations, construction details, surveys, topographic maps, grading plans, and other design schematics.
- Utilize mathematical and statistical principles to perform calculations such as land and floor area, building heights, unit density, and to prepare City projections and analysis on changes in population, housing, and employment.

- Conduct technical research and field studies.
- Prepare and present clear and concise comprehensive reports.
- Maintain confidentiality of sensitive information.
- Utilize applicable software and data applications to perform job duties.
- Work professionally and effectively with the public, sometimes in contentious circumstances.
- Work independently in a self-directed manner and in a team environment.
- Effectively use office equipment and computer systems, including cloud based permitting and reporting software.
- Effectively communicate utilizing written and/or oral communication.
- Use appropriate safety equipment and follow safety policies, practices and procedures.
- Sit or stand for long periods. Walk, reach with hands and arms, bend and twist at the waist, climb, balance, stoop and kneel.
- Lift and/or move up to 25 pounds and occasionally up to 50 pounds.

Requires knowledge of:

- Urban planning, zoning, and environmental principles and practices.
- Planning, zoning, environmental regulations, annexation, and other land use laws, as well as relevant legal decisions.
- Current literature, information sources, analysis, and research techniques in the field of urban planning.
- Site planning and architectural design principles.
- Principles, methods, and techniques for planning and implementing permit processing programs and workflows.
- Development review processes and procedures.
- Technical writing and report preparation skills.
- Methods and techniques used to review and approve various planning permits and development applications.
- Relevant local, state, and federal laws, regulations, and procedures pertaining to planning, land subdivision, and construction projects.

WORKING CONDITIONS

- Works in an office setting and at field locations in all weather conditions.
- Attends meetings or performs duties outside of normal office hours and travel by car or truck.
- Noise levels range from quiet to very loud typical of construction sites.
- Possibility of exposure to heavy equipment and traffic noise, dirt, dust and varying terrain.

Benefits: Medical, Dental, Vision & Life Insurance. Retirement, Paid Holidays, Vacation and Sick leave.

Approved By:

City Administrator Date

Community Development Director Date