

City of Poulsbo

Position Description

Position Title: Associate Planner	Reports To: Planning Director
Department/Section: Planning and Economic Development	Date: November 2016
Salary Schedule: Teamsters Salary Schedule-Level 39	FLSA: Non-exempt

General Scope of Work:

Under the supervision of the Planning and Economic Development Director and within the framework of governing Federal, State and local laws and policies established by the City Council, the incumbent will plan, coordinate and participation in the activities and operations of the Planning and Economic Development Department. The Associate Planner will perform professional-level work in the planning and development review for the City of Poulsbo, including current, environmental and long-range/comprehensive planning, as well as economic development projects.

Essential Functions of the Job:

Current Planning

- Prepare written reports related to the review of land use applications, including shoreline permits; preliminary plats; planned developments, conditional use permits, boundary line adjustments, contract amendments; annexations and site plan reviews.
- Review land use applications and site plans, including conducting field inspections, for compliance with adopted regulations. Assure complete and thorough analysis and evaluation of such land use applications from initial pre-applications through to approval.
- Reviews and approves building and sign permits for zoning compliance.
- Make oral presentations related to land use applications to the Planning Commission, Council and Hearing Examiner.
- Provide information to and coordinate with engineers, developers, architects, public and staff regarding the comprehensive plan, zoning and development codes, and other applicable City policies, regulations and procedures.
- Utilizes the City's GIS mapping programs.
- Utilizes the City's permit tracking software program.
- Work with the public on matters relating to land use applications.
- Coordinate with technical staff within the City in preparation of staff recommendations.
- Perform other duties of a similar nature, as required.

Long Range:

- Prepare amendments to the city's Comprehensive Plan.
- Research and draft land use related ordinances, policies, special studies, and other planning documents.
- Collects, records, and maintains databases of statistical and demographic information.
- Represent the City at regional planning meetings and other inter-jurisdictional forums.
- Analysis socioeconomic forecasts and population trends and compile technical information.

Qualifications**Knowledge of:**

- The Growth Management Act, the State planning statutes, including the development of a Comp Plan and development regulations under GMA.

Ability to:

- Become fully knowledgeable of all planning related City ordinances.
- Independently prepare complex reports which involve data gathering, interpretation of ordinances and laws and judgment concerning appropriate methods and sequence of presentation.
- Independently prepare staff reports and present findings to decision makers in a professional, concise manner.
- Deal with public presentations in stressful situations and answer questions under pressure.
- Work well with other employees and provide leadership by example.
- Handle counter questions and phone calls on basic planning related matters.
- Work well with the Planning Commission, City Council and staff and elected officials from other jurisdictions.
- Appropriately and comfortably administer regulations to the public including the ability to say "no" as needed in a firm but tactful manner.
- Communicate effectively, both orally and in writing.

Education and Experience

- Four year college degree in planning or a related field.
- Two years work experience in a Washington State planning job under GMA.
- Master's Degree is desirable and may substitute for one year of planning experience.
- Experience in project management is highly desirable.