



City of Port Angeles

Internal/External Recruitment Announcement

**Opens:
April 14, 2022**

**First Review:
April 28, 2022**

CITY OF PORT ANGELES JOB DESCRIPTION

Department of Community and Economic Development

ASSISTANT PLANNER

NATURE OF WORK: Under general direction, performs professional planning work including land use and environmental reviews; comprehensive land use planning; and staff assistance at public hearings and meetings.

ESSENTIAL JOB FUNCTIONS:

(Essential job functions are those functions that the individual holding the position must be able to perform unaided or with the assistance of reasonable accommodation.) The following duties are not inclusive of all duties and the incumbent performs other related duties as required.

1. Reviews and analyzes development applications; administers land use and environmental regulations, including the Zoning Code, the Subdivision Ordinance, the State Environmental Policy Act, the Shoreline Management Act, and other related standards. Prepares and presents staff reports and recommendations on planning issues.
2. Assists in the preparation of the Comprehensive Land Use Plan, the Shoreline Master Program, the Zoning Code, the Subdivision Ordinance, and other related plans and growth management development regulations.
3. Acts as staff liaison to the Planning Commission, Board of Adjustment, and community groups, including preparation of meeting agendas, packets, and minutes.
4. Provides initial contact and information to the public by phone, letter, internet, or in person on procedures related to land use issues
5. Serves as liaison with other departments or agencies and with the general public
6. Performs research and analytical studies on various planning issues. Assists in the preparation of grant applications.
7. Provides back up to Development Services Specialist or Community Development Technician handling permit intake, routing, invoicing, and issuance when out of the office or in training.

PHYSICAL DEMANDS: Requires sitting at a desk for extended periods of time, using a PC workstation for extended hours, lifting up to 25 pounds on occasion, and doing occasional field investigation and

site inspection work in adverse weather conditions.

SALARY:

\$29,077 - \$34,718 / hour (\$60,480 – \$72,213 annually) plus benefits.

AFSCME Local 1619 Represented Position.

QUALIFICATIONS:

- Bachelor of Arts degree in planning, urban studies or a closely related field.
- Must have a minimum of one year of professional planning experience.
- Must demonstrate proficiency with computer software including Microsoft Word, Excel, and Powerpoint, and ESRI Arcview or related GIS software.
- Possession of or ability to obtain a Washington State driver's license within thirty (30) days, and a good driving record.

A combination of experience and training that provides the requisite skills will be considered.

KNOWLEDGE AND ABILITIES:

- Knowledge of principles, practices, research methods, and analytical techniques involved in current and long-range urban planning.
- Knowledge of Washington State Growth Management Act, State Environmental Policy Act, Shoreline Management Act, municipal land use and development ordinances, zoning regulations, subdivision regulations, and other related public agency rules and procedures.
- Knowledge of public hearing, meeting, and other review processes.
- Ability to provide excellent customer service through effective communications with citizens, the development industry, regulatory agencies, and other public agencies and through efficient organization of work to meet deadlines and budget constraints.
- Ability to review and analyze development applications.
- Ability to understand and administer laws and other regulations related to urban planning.
- Ability to establish and maintain effective working relationships with elected and appointed officials, co-workers, applicants, and the general public in a courteous and tactful manner.
- Ability to perform technical analysis and research and make recommendations on a variety of planning issues.
- Ability to prepare and present verbal and written reports clearly and concisely.
- Ability to effectively communicate, read, write and understand English for successful job performance.

To Apply: Apply online at www.cityofpa.us/jobcenter. Please complete the online application and attach a letter of interest and resume. Position is open until filled, first review of applications will take place on **April 28, 2022**.

Selection Process: Applicants will be evaluated on the qualifications and related experience. Only those selected for an interview will be contacted.

Human Resources Office

321 E 5th St

Port Angeles, WA 98362

(360) 417-4508 - humanresources@cityofpa.us - www.cityofpa.us