



## PLANNER

---

**Title:** Planner  
**Dept:** Public Works  
**Compensation:** Range 19 (\$3708 - \$4506), plus benefits  
**Status:** Non-exempt  
**Representation:** IAMAW District Lodge 160, Non-Uniformed Unit

**Description of Essential Functions:** This position performs work under the general supervision of the Mayor, exercising considerable latitude and judgment in accomplishing defined responsibilities and assignments. The incumbent performs a variety of routine and complex technical work in both short and long-term planning and environmental analysis. The Planner may perform site design and plan review. S/he recommends conditions and/or alternatives to ensure projects are responsive to the emerging needs of the community and consistent with city policies. Serves as project manager for updating the land use policies and for the development and recommendation of new ordinances. This position is responsible to provide accurate information to the public, employees of the City and elected officials on many state and local code provisions, official land use maps, the comprehensive plan, and other pertinent information. The position also works in concert with the Mayor to maintain the planning budget. Responsibilities include recommending policy, procedures and practices that more effectively accomplish planning objectives; reviewing zoning regulations, land use, environmental, and natural resources, transportation and public facility elements; and evaluating and interpreting compatibility proposals against applicable design codes, ordinances, community values and appearance criteria.

The Planner accepts and analyzes development of applications; processes shoreline permits, conditional use permits and variances; zoning and rezones; development agreements; comprehensive plan amendments; site plans and subdivisions. Planner prepares staff reports and attends public hearings, as required, before the City Planning Commission, City Hearing Examiner and City Council. The position may be required to conduct special land use, land economics, demographic, social and economic studies and review other relevant factors relating to advanced comprehensive planning issues.

The position is responsible for the following technical functions: processing and tracking a wide variety of applications for land use and land division permits, analyzing and making recommendations for preliminary and final approval of short plats, boundary line adjustments and over the counter land use permits; routing land use permit applications, conducting field inspections relating to short plats; informing interested parties about public hearings and final actions; and reviewing project plans submitted to assure compliance. This position is also responsible for working with the City Attorney to prepare cases for potential prosecution; and

compiling monthly permit and case report statistics. The Planner provides assistance to the Building Inspector/Code Enforcement Officer as directed.

The Planner performs frequent customer service work both on the phone and at the front counter as the initial representative and liaison for the City's planning department. This position deals with case sensitive and occasionally controversial issues affecting the public, City Council and Planning Commission. The Planner works regularly with diverse groups of people and organizations, including the City Council, Commission members, contractors, environmental agencies, the public and other City employees. The Planner is expected to respond to the public and other inquiries relative to the City's policies and procedures.

**Additional Duties of the Planner:** Other duties include but are not limited to, exercising independent judgment to make decisions about day-to-day issues and activities; interpret and apply policies and procedures to situations; effectively communicate, both verbally and in writing; deal tactfully and courteously with customers, both internal and external; and prepare, maintain and process a variety of documents. This position requires the ability to interpret, evaluate and apply complex rules and regulations; to conduct research and analysis; and to read and interpret complex grants, maps, permit applications and other public plans. Performs other duties as assigned.

**Knowledge, Skills and Abilities:** Knowledge of City ordinances and codes relating to land use, urban planning, zoning, community development standards, and the environment, to include knowledge of the Washington State Shoreline Management Act, State Environmental Policy Act, Growth Management Act, and municipal land use, zoning, annexation and subdivision statutes. Knowledge of principles and practices of land use planning and permitting. Basic understanding of public information processes as well as an understanding of the developer or architect. Knowledge of researching methods using a variety of information and data sources. Knowledge of methods and techniques of effective technical report preparation and presentation. Skill in providing effective customer service; the ability to communicate effectively to the public to explain permit procedures, codes and how to interpret technical information. Must be oriented toward community service and be sensitive to the public process. General knowledge of office procedures, including effective filing and accurate record keeping techniques. Ability to read and interpret City plans, permits, maps, and environmental documents.

**Minimum Qualifications:** A Bachelor's Degree in urban planning, public administration, or a related field. A minimum of three years experience in planning, permit management and/or municipal land development, or a combination of equivalent experience and education.

Knowledge of Microsoft Office products required.

**Licensing and Other Requirements:** A valid Washington State driver's license. Strong organizational skills and strict attention to detail and process.

**Work Environment/Physical Demands:** Work may be performed at various locations, however, most work is performed in a field office environment.

This description was prepared to indicate the general nature, kinds of activities, and levels of work difficulty typically required. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and/or qualifications required of employees assigned to this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position. Individuals may perform other duties as assigned.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Milton is an equal opportunity employer and does not discriminate based on disability, race, gender, religion, age or ethnic origin.*

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

///

///

///

///

///

///

///

///

///

///

///

///

///

///

///