

City of Wenatchee
JOB DESCRIPTION

Title:	ASSISTANT PLANNER	Department:	Community Development
Reports to:	Senior Planner	Classification:	Exempt
Affiliation:	Administrative	Date:	February 2001

GENERAL POSITION SUMMARY

This is an entry level position in the field of current, or short range planning projects. Work focus is in the administration and enforcement of the Wenatchee Zoning Ordinance, Subdivision Ordinance, and other planning related ordinances. Assignments include assisting the public in evaluating a wide range of development proposals and determining correct procedural requirements. Responsible for a variety of technical tasks in support of planning efforts. Work involves extensive public contact.

ESSENTIAL JOB FUNCTIONS

- 1) Review development permit applications for completeness. Review, analyze and prepare technical reports and staff recommendations for development proposals to various Boards and Commissions.
- 2) Review applications for consistency with state and local planning regulations, zoning, subdivision, SEPA, Shoreline Management Act, and critical areas.
- 3) Respond to development code questions and explain development permit application process to citizens. Maintain and update all records relating to project files.
- 4) Assist to revise ordinances to implement new concepts, legislation, or policies.
- 5) Research, gather data, evaluate and prepare staff reports, oral presentations and visual aids on proposed developments, ordinances, annexations, and policy or plan changes to boards, commissions and community groups.
- 6) Review site plans for compliance with zoning, landscaping and other relevant codes.
- 7) Assist in the administration of the Wenatchee Zoning Ordinance, Subdivision Ordinance, Landscape and Screening Ordinance, Shoreline Management Act, SEPA laws, Resource Lands and Critical Areas Ordinance.
- 8) Computer application of permit tracking and reporting.

OTHER JOB FUNCTIONS

Perform other duties as needed or directed.

SUPERVISORY RESPONSIBILITY

Not a supervisory position

INTERPERSONAL CONTACTS

Position requires nearly constant contact with contractors, developers, architects, engineers, owners, and the general public, as well as various city departments and requires the ability to maintain positive interaction with others.

PHYSICAL AND MENTAL CAPABILITIES

This position requires the ability to prioritize, plan, organize, implement and evaluate a wide variety of tasks. Service to the customers of the department is given highest priority. Tasks are often undertaken with time requirements and the ability to manage multiple and competing priorities. Must utilize computer applications to perform the work of the position, including word processing, permit tracking, and spreadsheets. Also, may be assigned to implement computer graphics, mapping and geographic information system development and administration.

JOB CONDITIONS

Duties are performed in an office environment requiring sitting for extended periods, walking under field conditions and occasional lifting under 20 lbs. Frequent evening meeting may occur.

EDUCATION AND EXPERIENCE

- ◆ Bachelor Degree with course work in planning, geography or a related field, **OR** AA Degree with course work in planning, geography or a related field and one (1) year experience in local government, **OR** three (3) years experience in a public or private discipline of a similar nature.
- ◆ Required proficiency in word processing software with the ability to operate data base programs within six month of employment.
- ◆ Some knowledge of planning and regulatory principles and practices
- ◆ Some knowledge of local planning ordinances and state statutes governing the planning, public hearing and environmental decision-making processes
- ◆ Ability to establish and maintain effective working relationships with public agencies, decision makers, developers, citizens groups and special interest groups.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.