

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Planner
FLSA Status: Exempt

Dept.: Community Development
Reports to: Community Development Director

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Fully skilled planner responsible for managing and reviewing permit applications, completing studies and other comprehensive planning projects.

Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Reviews, prepares, and presents written reports regarding land use and development permits for proposals requiring administrative, hearing examiner, and city council approval.
- Review business license, building, or site development proposals for conformance with planning policies and zoning code requirements.
- Researches and prepares background data.
- Drafts correspondence and reports.
- Provides data gathering, mapping and data analysis.
- Responds to citizen inquiries regarding the comprehensive plan, zoning, subdivision and land use.
- Coordinates project proposal review with other agencies and city departments; organizes and participates in meetings.
- Perform site visits.
- Provides staff support to and presents staff reports and recommendations to various parties, including but not limited to the director, hearing examiner, City Council, Planning Commission, other boards & commissions and ad-hoc committees.
- Assists in the completion of the planning activities necessary for the update of the Burien Comprehensive Plan in compliance with the State Growth Management Act.
- Reviews development plans for compliance with local Code requirements.

Secondary Functions

- Researches, analyzes and assists in preparing reports and recommendations on comprehensive and long-range planning issues.
- Recommends Code and policy updates and modifications.
- Serves on and participates in various employee committees.
- Performs related duties as assigned.

Job Scope

Position is subject to recurring work situations with occasional variations from the norm with a moderate degree of complexity. Incumbent operates from established and well known procedures independently with minimal supervision and contributes to the development of new concepts.

Interpersonal Contacts

Extensive contact with citizens, permit applicants, and other governmental agencies. Interactions involve information exchange and may include controversial and/or technical decisions and problem-solving. Contacts are face-to-face and over the phone. Occasionally, the incumbent will make formal presentations before appointed and/or elected officials. May work as a member of a multidisciplinary team.

Specific Job Skills

Knowledge of:

- Functions, principles and practices of zoning and comprehensive planning.
- Washington State planning laws including SEPA, Shorelines Management Act, subdivision regulations, zoning administration and the Growth Management Act.
- Planning principles and community and regional planning and environmental management principles.
- Problem-solving techniques.
- Experience with geographic information systems such as ARC View and permit tracking systems is desirable.

Ability to:

- Use a personal computer and other standard office machines with proficiency.
- Effectively use refined writing, meeting facilitation, public speaking, and presentation skills.
- Maintain organized files and records.
- Work as part of a team
- Effectively analyze proposed land use activities.
- Find creative solutions to planning issues and problems.
- Clearly communicate appropriate development guidelines and application requirements.
- Maintain effective relationships with other employees, the general public, appointed and elected officials and other public and private agencies.
- Demonstrate good written and verbal communication skills, and the ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities.
- Flex communication style to multiple cultural environments.
- Provide quality customer service employing interpersonal skills such as tact, patience, and courtesy.
- Meet deadlines.
- Work in a high-energy work environment, handling multiple priorities and projects.
- Work irregular hours on occasion, including evenings.

Mental Abilities

Position requires continuous decision making, customer service, and ability to read, write, speak, and understand English; frequent interpersonal skills, teamwork, creativity, use of discretion, problem analysis, negotiation, mentoring, and performance of basic math; and rare, presentations/teaching and performance of advanced math.

Physical Abilities

Position requires continuous hearing and repetitive motions of hands and wrists; frequent sitting, fingering, handling, and occasional feeling, walking, standing, and talking; and rare stooping, crawling, reaching, bending, kneeling, climbing and repetitive motions of feet. Incumbent must be able to push, pull, lift and carry ten pound.

Education and/or Experience

Bachelor's degree in urban and regional planning, geography, or related field AND a minimum of three years work experience with highly complex planning processes in a planning agency and/or planning consulting firm; OR a combination of education, training and practical experience which provides an equivalent background required to perform the work of the position. A Masters degree in urban and regional planning, geography or public administration is desirable. Municipal experience preferred. AICP preferred.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State driver's license with satisfactory driving record.
- Must be able to occasionally attend night meetings.

Environment

Work is primarily performed in an office which is busy, oriented to public service and subject to occasional work interruptions. Noise level is moderate. Position occasionally requires outdoor work, subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions.

Position may involve attendance at meetings off-site and before or after normal working hours.

Hazards

Working on or around heavy equipment, ladders, open trenches, scaffolding and heights; exposure to various chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.

Adopted 06/11/13