



CITY OF LAKEWOOD (WA)
invites applications for the position of:

Senior Planner

SALARY: \$5,129.00 - \$6,506.00 Monthly

OPENING DATE: 04/30/14

CLOSING DATE: 05/18/14 11:59 PM

JOB SUMMARY:

Under the direction of the Principal Planner or Community Development Director, perform complex current or long-range planning and/or policy development functions that may involve planning, coordinating, and carrying out complex projects. The senior planner role may focus on a single area of emphasis such as current planning, long-range planning or policy development, or some combination of these functional areas. Multiple senior planner positions are unlikely to be identical in terms of their individual assigned functions which are purposely flexible in order to respond to organizational needs, shifting priorities, and emerging issues. The Senior Planner may supervise professional planning staff, permit counter staff or code enforcement officers.

This is the third level in the Planner series and is distinguished by its responsibility for performing more complex and controversial, politically sensitive or atypical planning assignments and/or supervision of staff. The work requires comprehensive working knowledge and extensive experience in performing a variety of current or long-range planning duties with minimal supervision.

ESSENTIAL DUTIES:

Plan, organize and participate in a variety of complex and professional current and long-range planning and Community Development duties including supervising the permit counter; conducting technical research; analyzing and interpreting data; developing application procedures, review criteria, land use policies and regulations; and implementing specific planning initiatives.

Develop and maintain effective working relationships with elected and appointed officials and outside agencies and service providers such as county and state agencies, schools, social services, utilities, transit and military installations.

Compose, edit, and prepare a variety of written materials that may include plans, reports, graphics, and other materials.

Prepare and maintain a variety of records and reports related to assigned projects, committees, and activities.

Provide technical assistance to and coordinate with interdisciplinary staff working on such matters as Community Development Block Grant (CDBG) administration, economic development, parks acquisition and development, and crime intervention and prevention.

Participate in and/or conduct research projects related to growth management and long-range planning, developing goals, policies, strategies and background materials as necessary and providing related analysis, technical review, and reports preparation.

Train, supervise and evaluate the performance of assigned staff; coordinate, assign and review work; discipline employees; and participate in the selection process.

Coordinate project activities and review with appropriate City departments and with federal, state, local and private agencies, members of the general public and any other identified stakeholders; provide information, policy interpretations and services related to plans, projects and studies.

Interpret and administer the City's zoning codes, subdivision codes, shoreline codes and local ordinances to ensure that land use and development meets a variety of requirements.

Review SEPA documents to determine environmental implications of proposed project and non-project actions, draft threshold determinations and identify mitigation measures.

Review and process land use proposals and subdivision applications to ensure compliance with zoning codes, ordinances and the comprehensive plan; determine and communicate issues regarding the placement of houses, structures and signs; and coordinate application review by meeting with City staff, affected agencies, residents and developers regarding technical deficiencies and solutions.

Schedule hearings and produce public notices and postings to announce public hearings regarding long-range planning or policy initiatives, proposed land use projects and other topics.

Prepare and present reports and recommendations to the Hearing Examiner, City Council, Planning Advisory Board and various committees.

Assist in planning and organizing the City's long-range planning activities and programs including land use, housing, capital facilities, utilities, urban design, economic vitality, transportation, parks/recreation/open space and environmental aspects.

Collect, analyze and interpret social, economic, demographic and land use data and summarize in report form.

Provide counter and telephone assistance and information to the public, land developers, officials and others; review business license and building permit applications to ensure compliance with zoning codes; answer questions and explain and interpret City zoning codes and ordinance requirements.

Perform related duties as assigned.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

Any combination equivalent to: a bachelor's degree in urban or regional planning, public administration, geography or a closely related field AND four (4) years of increasingly responsible public sector planning experience, including long-range and/or current planning, land use policy development, plan review and application processing, environmental analysis and/or zoning implementation.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Advanced municipal planning principles, theories, practices, terminology, regulations and techniques related to land use, environmental review and transportation.
Legal requirements and implementation practices related to growth management.
Principles and practices of grant writing and contract management.
Applicable federal, state and local land use laws, codes and regulations including those dealing with the environment, shorelines and subdivisions
Washington Growth Management Act, annexation laws and other targeted regulatory areas.
Research methods and sources of information related to the conduct of assigned work such as demographic and economic data, environmental determinants of land use, land development trends and legal requirements.
Site design principles and survey theory.
Principles and practices of supervision and training.
Public relations and interpersonal skills using tact, patience and courtesy.
City organization, operations, policies and objectives.
Operation of a personal computer and assorted office and planning software applications.

ABILITY TO:

Perform a variety of complex and professional planning duties involving current and/or long-range and policy planning.
Perform a variety of professional planning duties which may involve the administration and interpretation of a variety of federal, state and local laws and policies.
Interpret maps, drawings, site plans and surveys.
Develop operational policies and procedures; organize, coordinate and direct the operations of assigned functional areas when tasked with supervision.
Establish and maintain effective and productive working relationships with others.
Establish liaisons with local, state, regional and federal agencies.
Ensure that land use and development meets federal, state and local requirements.
Develop plans and policies related to the City's long-range planning and other programs and services.
Analyze City growth trends and assess city capacity as needed.
Collect, analyze and interpret planning data.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Prepare and deliver effective oral presentations of technical information at public hearings and meetings.
Prepare effective, accurate and concise reports and graphic presentations.
Maintain records and prepare reports, plans, analyses and other complex documents which may involve drafting code language, ordinances and resolutions for legal review.
Review and edit reports prepared by others.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work to meet schedules and time lines.
Develop and prepare work plans, goals, objectives and evaluation criteria.
Assign, coordinate and ensure proper completion of multiple projects simultaneously when overseeing the work of others.
Physical ability to perform the essential job functions.
Work independently with little direction.
Operate a personal computer, printer, copy machines and standard office equipment.

ENVIRONMENT:

Office and other indoor work environments; subject to driving and to working evening hours and to regularly or occasionally working evening hours. Primarily works at City Hall but may occasionally work off-site, including site visits involving exposure to outdoor weather conditions and rugged terrain.

PHYSICAL ABILITIES:

Sitting for extended periods of time, dexterity of hands and fingers to operate a computer keyboard, seeing to review plans and projects; hearing and speaking to exchange information and deliver presentations.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.cityoflakewood.us>

Position #14-4-30-MP
SENIOR PLANNER
MP

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Lakewood, WA 98499-5027
253-589-2489

hr@cityoflakewood.us

Senior Planner Supplemental Questionnaire

- * 1. The education and experience requirements are a bachelor's degree in urban or regional planning, public administration, geography or a closely related field AND 4 years of increasingly responsible public sector planning experience, including long-range and/or current planning, land use policy development, plan review and application processing, environmental analysis and/or zoning implementation OR an equivalent combination of education and experience. Please explain how you meet these requirements.

* 2. Your experience leading or supervising employees is:

- None
- Less than 2 years
- 2 - 4 years
- More than 4 years

3. To receive credit for the previous question, please describe your qualifying experience.

* 4. Your experience with permit tracking software and database management is:

- None
- Less than 2 years
- 2 - 4 years
- More than 4 years

* 5. Check all that apply to your experience with permit tracking software and database management:

- None
- User
- Data input
- System administrator

* 6. To receive credit for the previous 2 questions, please describe your qualifying experience.

* 7. Your experience making presentations to hearing examiners, boards, commissions, and/or committees is:

- None
- Less than 2 years
- 2 - 4 years
- More than 4 years

8. To receive credit for the previous question, please describe your qualifying experience.

* Required Question