

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

ASSISTANT PLANNER

2004

GENERAL PURPOSE:

Administers and enforces development regulations and performs various planning and community development projects as assigned.

CLASSIFICATION SUMMARY:

The Assistant Planner assists the Planning Director in the development of planning programs, performing tasks related to developmental land use and zoning, regulatory enforcement, and data management and research. The incumbent assists in administering and enforcing the City's development regulations, including provision of information and processing permits and approvals related to said regulations. The Assistant Planner reports to the Planning Director. Assignments are in the form of general results to be obtained and staff meetings to discuss objectives, with the employee responsible for determining the appropriate course of action based on a knowledge of the comprehensive planning and zoning process. The exercise of discretion and independent judgment is regularly required. This is a professional position where advanced learning is required.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Researches issues and provides technical assistance in the administration of the city zoning code, city subdivision ordinance, and state environmental laws; processes annexation requests and petitions; processes shoreline permits, boundary line adjustments, street vacations and dedications; evaluates and processes subdivision, conditional use permits and variance applications; responds in person, over the phone, or in writing to public inquiries concerning planning and zoning issues; contacts parties involved to attempt to achieve compliance; attends board of adjustment and planning commission meetings, as needed, to provide technical assistance and deliver presentations; prepares reports on conditional use permits, variances, special use permits, preliminary plats, and similar matters.

Conducts field investigations to obtain information and reviews building and site plans for compliance with City codes; contacts parties involved to attempt to achieve compliance.

Reviews and processes wetland delineation and mitigation plans; serves as staff advisor to the Environmental Quality Commission (EQC); reviews habitat assessment reports; develops work plans, conducts research, facilitates development of plans, schedules meetings, and presents findings and recommendations to the Planning Commission, Board of Adjustment (BOA), EQC, and City Council.

Assists in the development/revision of the City's comprehensive plan by collecting data, conducting research, facilitating meetings in the community, and writing segments of the comprehensive plan.

Keeps socio-economic database updated by determining sources of information and obtaining information to add to database; develops annual population estimate for the city.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- The content of modern land use and development regulations including but not limited to zoning code standards, site plan review, subdivision requirements, sign requirements, wetland and habitat area requirements, annexations, and SEPA;
- The zoning code enforcement process including data gathering and interpretation, analysis of zoning code requirements, writing a report, and making presentations;
- The general principles and practices of current and long-range urban planning and their interrelationships;

Ability to:

- Research socio-economic data and write clear and easy to understand reports;
- Make oral presentations before small and large groups;
- Serve as a group facilitator to generate ideas and reach consensus;
- Deal with people in stressful situations in a diplomatic and tactful manner;
- Seek compliance with zoning codes;
- Administer land use and environmental regulations;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Establish and maintain effective relationships with supervisor, city staff, community groups, university staff, other planning organizations, and people in the community;
- Utilize microcomputers and related software to accomplish job functions;
- Record and maintain confidential information;
- Physically perform the essential functions of the job;
- Obtain and maintain a valid driver's license and a safe driving record.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Two years of municipal zoning code enforcement/administration work; and a bachelor's degree in urban planning; or substituting additional experience and related training for the degree; or any equivalent combination of experience and training.

TOOLS AND EQUIPMENT USED:

Personal computer, telephone, motor vehicle, copy machine, fax machine, blueprint machine, and surveying equipment.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. While performing the duties of this job, the employee occasionally works in outside weather conditions, sometimes navigating uneven and/or steep terrain. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

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

FLSA Classification: Non-Exempt

Adopted: 1/86

Revised: 9/91, 5/94, 6/99, 12/01, 05/07