



City of Des Moines, Washington

JOB DESCRIPTION



LAND USE PLANNER I-II

Regular, Full-time

Salary Grade: Land Use Planner I G-20
Land Use Planner II G-22

Union Status: Non-represented

FLSA Status: Non-exempt

EEO Category: Professionals

Nature of Work

Reporting to the Planning and Development Services Manager and/or Principal Planner, performs current planning duties that implement the comprehensive plan and other functional planning documents, administers state and City subdivision, land use and environmental regulations, performs technical plan review, provides public information, responds to inquiries during counter hours and via phone, prepares written reports, and assists in the preparation and updating of City subdivision and land use codes and the comprehensive plan.

Land Use Planner I is the entry/training level of the professional planner job series, distinguished from Land Use Planner II by the lesser degree of responsibility and limited independence. Employees work under immediate supervision while learning job tasks. As part of training and development, may perform Land Use Planner II tasks with oversight and managerial approval.

Land Use Planner II is the journey level of the professional planner series. Work is distinguished from Land Use Planner I by a higher degree of independent functioning and judgment and greater depth of responsibility required. Employees receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Planner I level. As part of training and development, may perform Senior Planner tasks with oversight and managerial approval. This level is distinguished from the Senior Planner by the lack of being responsible for large projects and specific programs.

Essential Functions

Land Use Planner I Duties

- Administers adopted City land use, zoning, subdivision and environmental regulations.
- Processes development review and building permit applications for primarily residential projects and some small-scale light industrial and commercial uses for compliance with City codes; reviews and approves plan checks for building projects.
- Performs environmental analysis for SEPA and municipal environmental regulation compliance related to building projects, subdivisions, rezones, shoreline permits, and variances.
- Takes phone calls and inquiries from the public and other agencies; provides assistance to walk in customers at the counter.
- Provides support for permit center operations, including application intake and routing.

- Prepares written reports regarding land use and development permits.
- Conducts research and prepares draft policies and regulations relating to land use and urban planning for City Council consideration and action.
- Conducts pre-application meetings and coordinates information flow for the purposes of providing a common City position that clearly guides individuals interested in developing property within the City.
- Assists Planning and Development Services Manager and Community Development Director in reporting and formulating projections of development activity for budget tracking and future budget purposes.
- Provides zoning, subdivision, and development process information to other departments and the public.
- Develops and implements effective and traceable procedures for reviewing development applications.
- Assists in the maintenance and updating of the comprehensive plan as assigned by the Planning and Development Services Manager or Director.
- Undertakes land use planning and other administrative duties as may be assigned verbally or in writing.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Land Use Planner II Duties (In addition to the above)

- Processes complex development review and building permit applications for residential, light industrial and commercial uses for compliance with City codes; reviews and approves plan checks for building projects.
- Performs environmental analysis for SEPA and municipal environmental regulation compliance related to new large-scale light industrial, commercial, and residential developments, subdivisions, rezones, shoreline permits, and variances.
- Assists in the training and professional development of other planning staff.
- Represents the Community Development Department and makes oral presentations before regulatory boards, commissions, outside agencies, community groups and professional organizations as required.

Necessary Knowledge, Skills, and Abilities

- Understanding of planning, environmental and urban design principles.
- Knowledge of SEPA, Shorelines Management Act, Growth Management Act and zoning administration.
- Proficiency in reading construction plans and maps.
- Strong customer service and conflict resolution skills.
- Ability to communicate with superiors, the general public, professionals in government agencies and the private sector.
- Strong writing and public-speaking abilities.
- Ability to interpret, administer and enforce land use regulations within the context of established policy and applicable law.

- Proven word processing and general computer software skills including spreadsheets and Microsoft Office.
- Proven ability to work effectively within a team and with managers and employees.
- Ability to be self-disciplined and self-motivated and work effectively and with optimism under pressure.
- Ability to complete multiple projects with unique and sometimes conflicting timelines.
- Ability to work with the public, boards, co-workers and elected officials in all situations with courtesy, fairness, poise, and tact.
- Ability to attend occasional night meetings.

Education and Experience Requirements

Land Use Planner I

- Bachelor's degree in planning, environmental studies or an urban design related discipline; AND one year of professional land use planning experience; OR any combination of education and experience that provides the necessary knowledge, skills and abilities.

Land Use Planner II

- Bachelor's degree in planning, environmental studies, urban design, or related discipline; AND three years' increasingly responsible professional planning experience with a public agency.

Other Qualifications

- Some experience in writing land use codes and comprehensive plans is highly desired, but not required.
- Working knowledge of ArcView, City GIS, AutoCAD, cartography, common drafting and GIS software preferred.
- Master's degree in urban/regional planning, environmental studies or an urban design related discipline may be partially credited toward the experience requirement depending on the emphasis of the graduate and undergraduate education.

Special Requirements

- Attendance at some night and/or weekend meetings is required.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Indoor and outdoor work environment; subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions. Attendance at night meetings is occasionally required.
- The position requires continuous independent judgment and/or action and the ability to read, understand, write, and speak English; frequent decision making, interpersonal skills, teamwork, problem analysis, customer service, and ability to perform basic math; occasional

creativity, use of discretion, negotiation, mentoring, presentations/teaching, and ability to perform advanced math; and rare training/supervising.

- The position requires continuous hearing; frequent fingering, talking, sitting, and handling; occasional standing, walking, stooping, reaching, feeling, bending, grasping, and repetitive motions of hands and wrists; and rare crawling, kneeling, climbing, and repetitive motions of feet. Must be able to push and pull ten pounds and lift and carry five pounds.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2017.