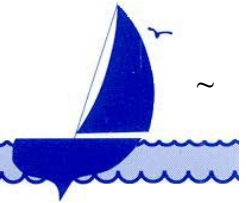




## City of Des Moines, Washington

### JOB DESCRIPTION



## SENIOR PLANNER

Regular, Full-time

**Salary Grade:** E-25

**FLSA Status:** Exempt

**Union Status:** Non-represented

**EEO Category:** Professionals

### Nature of Work

The Senior Planner is responsible for independently managing large scale development projects, code amendments, and environmental studies and complex programs. Serves as a lead worker of the Planning and Development Services Division, and is responsible for mentoring, directing the work of, and providing guidance to other employees; may supervise division staff as assigned.

Duties require a high level of independent judgment and discretion in making very complex decisions within the scope of work. Leads the development and implementation of comprehensive and functional planning documents with the support of the Planning and Development Services Manager and the Community Development Director. Administers state and City land use/environmental regulations; coordinates complex projects with other divisions or City departments; conducts complex research and prepares reports for Administration, Hearing Examiner, and City Council. Demonstrates leadership, mentors and assists in professional development of staff; performs project management duties on large, complex projects; drafts legislative ordinances and resolutions. Represents the department with outside agencies, citizen groups, boards and commissions and the City Council. Works for and is under the general direction of the Planning and Development Services Manager, as determined by the Community Development Director. Coordinates on department GIS system database and directs efforts for the procurement of graphics and mapping. Participates in the preparation of the Department revenue budget and formulation of departmental goals and objectives.

### Distinguishing Characteristics

This is the third level in a four-level professional Planner classification series. Tasks are distinguished from Land Use Planner I and Land Use Planner II by a higher degree of independent functioning and judgment and greater depth of responsibility required in large, complex projects.

### Essential Functions

- Works under the broad guidance and general direction of the Planning and Development Services Manager, but otherwise is able to perform a wide variety of development review and planning duties with a high degree of independent judgment, initiative, and discretion.
- Performs and directs senior level planning and technical work involving current planning as well as periodic assignments related to policy development and comprehensive planning.
- Shares knowledge, work products, and experiences with co-workers and staff to promote effective teamwork and efficient and consistent land use and development review processes and decisions.
- Manages division work when needed and may supervise division staff.

- Researches and drafts revisions and additions to land use regulations and plans.
- Coordinates complex development applications such as subdivisions, master plans and planned unit developments to assure compliance with applicable development regulations, zoning, environmental and other policies.
- Makes independent oral presentations and represents the Community Development Department before boards, committees and the City Council.
- Effectively persuades, informs, educates, trains, solicits information, and motivates a wide variety of individuals or groups.
- Interprets local, state and federal laws, regulations and guidelines as they relate to assigned responsibilities and stay abreast of various legislative changes.
- Provides guidance and oversight of research and analysis for various statistical and/or technical data to apply to a wide range of planning functions.
- Assists in the development, implementation and administration of department/division initiatives, plans priority projects, strategic plans, consultant service contracts, and division programs.
- Coordinates meetings and preparing work items for the Hearing Examiner.
- Provides planning assistance to community groups, boards and commissions.
- Represents the department and works directly with local, regional, or state agencies and task forces.
- Assists with the preparation of evaluations for subordinate staff.
- Prepares and administers contracts, intergovernmental agreements and development agreements.
- Manages, interprets and prepares data for planning studies, reports and recommendations pertaining to land use controls and environmental impact studies.
- Prepares, writes, and submits document or grant application components relating to demographics, maps, plats, etc., to local, state and federal government agencies for consideration.
- Manages the work of consultants as may be necessary.
- 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.

### **Necessary Knowledge, Skills, and Abilities**

- Extensive understanding of urban planning, urban design, environmental impact analysis, and the socio-economic implications of planning.
- Demonstrated leadership ability.
- Proven ability to think conceptually.
- Thorough knowledge of SEPA, Shorelines Management Act, Growth Management Act, critical areas regulations and zoning administration.
- Excellent knowledge of land use and comprehensive plans, including their formation, process of adoption and implementation.
- Proficiency in reading construction plans, maps and aerial photography.
- Excellent writing and public speaking abilities.
- Proven ability to interpret, administer and enforce land use regulations within the context of established policy and applicable law.

- Strong organizational and analytical abilities.
- Ability to speak before large groups of people and express ideas effectively and concisely.
- Assertive interpersonal communication skills.
- Strong computer skills including word processing and spreadsheets.
- Ability to respond to the public in all situations with courtesy, fairness, poise and tact.
- Proven ability to work effectively within a team and with managers and employees.
- Self-disciplined and self-motivated.
- Ability to work effectively and with optimism under pressure.
- Ability to complete multiple complex projects with unique and often conflicting time lines, with little direction.
- Ability to accept direction and supervision.
- Ability to make timely decisions considering relevant factors and evaluating alternatives, exercising discretion and sound independent judgment.
- Ability to work effectively in a dynamic environment that is constantly changing, resulting in continually re-evaluating and shifting priorities, while maintaining a professional demeanor.
- Ability to work both independently and within a collaborative team-oriented environment; contribute openly, respectfully disagree, understand the ideas of others, listen well and work for consensus.
- Ability to work a flexible schedule, which may include evenings and weekends.

### **Education and Experience Requirements**

- Master's degree from an accredited university or college in urban or environmental planning, urban design, or a related discipline; and a minimum of five years of progressively responsible land use planning experience with a public agency; OR
- Bachelor's degree from an accredited university or college in urban or environmental planning, urban design, or a related discipline; and minimum of seven years of progressively responsible land use planning experience with a public agency.

### **Special Requirements**

- Attend night and weekend meetings when 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**

- Duties require the willingness and ability to work the hours necessary to accomplish the assigned duties, including evenings and weekends; attend evening meetings; travel out of town to attend workshops, conferences, seminars during work and non-work hours.
- 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. Mental Activities: 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.

- Physical Activities: 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 2023.