



Finance Department
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-1661
Fax (360) 855-0733

Job Description

ASSISTANT PLANNER

Regular, Full-time
Limited Term through June 2025

Job Title: Assistant Planner
Wage Range: \$6,655 - \$7912 per month
Union Status: Exempt
Posting Date: February 20, 2024
Closing Date: Open until filled

Nature of Work

The Assistant Planner produces timely, accurate, quality reviews and approvals of land use, development and building site plans. Working both collaboratively and independently, the Assistant Planner reviews a variety of permit types ranging from single-family projects to complex commercial or infrastructure projects. The Assistant Planner carefully reviews permit application plans and technical documents; working cooperatively with others in the Department and in other agencies; and writing technical permit approval documents and staff reports that are clear, accurate and defensible.

Major emphasis is placed on excellent customer service, working in a team environment, the ability to work effectively on multiple projects and meet project deadlines. An essential part of the job is to work positively and in a solution-oriented manner with customers, their design/engineering professionals, other members of the public and co-workers. Presentations to the public, hearing bodies and other agencies will be required on a periodic basis. In addition to implementing the City development standards, Comprehensive Plan, environmental policies and planning procedures, the Assistant Planner will assist in the process of amending such codes, plans and policies. The Assistant Planner is expected to perform a wide range of office and field duties as may be required from time to time.

Essential Functions

- Review land-use applications for technical completeness and compliance with federal, state and local development and environmental regulations.
- Work with applicants to resolve compliance problems and finding alternatives that meet the city's regulations as well as the applicant's objectives.
- Ability to perform field inspections associated with land development.
- Assist with Comprehensive Plan updates, development regulation updates, rezones and annexations.

- Perform research tasks as assigned in areas of professional knowledge.
- Prepare for and conduct public meetings or hearings. Prepare public notices, press releases and notices to affected property owners.
- Attend meetings and make oral presentations of proposals to various internal or external groups.
- Prepare, file and maintain records throughout the life of a project and file records for long-term retention as prescribed by state law.
- Assist in maintaining Department data bases, maps and information systems.
- May on occasion be asked to represent the City at regional and intergovernmental meetings; present official City policy, opinion or direction as needed or assigned.
- Because of the small size of the City's staff, each employee is expected to perform a wide range of office and field duties as may be required from time to time.

Necessary Knowledge, Skills, and Abilities

- Ability to communicate effectively both orally and in writing.
- Ability to perform field inspections and write technical inspection reports.
- Ability to operate a personal computer, including Microsoft applications, various graphic design tools, and related office equipment.
- Familiarity with ArcGIS.
- Familiarity with the Washington State Growth Management Act and its implementation by local governments **is desirable**.
- Familiarity with **and/or ability to quickly learn** zoning and subdivision regulations and their implementation.
- Familiarity with **Ability to quickly learn** permit processing, filing and issuance of permits as well as maintaining code enforcement and appeals records.

Education and Experience Requirements

Bachelor's degree from an accredited four-year institution in planning, geography or closely related field.

Special Requirements

- 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.
- Successful completion of a pre-employment drug screen.

Working Conditions and Physical Abilities

The physical demands described here are representative of those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is of an administrative nature and typically performed indoors, with prolonged sitting and fine manipulation skills required for computer use, occasional lifting of 10-30 pounds, and

speaking and listening to others in small and large groups. The environment is sometimes stressful in trying to meet customer needs and/or addressing controversial issues. Periodic outdoor field inspections require combinations of standing and walking in all kinds of weather conditions. There is some exposure to noise, vibration, fumes, odors and dust as well as to traffic, construction equipment, slippery work surfaces and uneven terrain. Protective clothing such as hard hat, steel-toed boots, and safety vest and rain gear may be required at times. Continuous exposure to managing conflicting interests in a regulatory environment can cause frequent emotional stress. The hours of work are 8:00 am to 5:00 pm Monday through Friday. Frequent attendance at night meetings is **may be** required, and workweek occasionally exceeds 40 hours.

Equal Opportunity Employer

- The City of Sedro-Woolley 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.

Application Procedure

Cover letter and resumes are accepted but must be accompanied by completed City of Sedro-Woolley application and received by the closing date. Submit application to City of Sedro-Woolley ATTN: Teresa Nesheim, Payroll Clerk/ Accounting Clerk, 325 Metcalf Street, Sedro-Woolley WA 98284. Office hours: 8:00 am. - 4:30 pm. Monday - Friday. Applications can be obtained at 325 Metcalf Street, Sedro-Woolley or on our website <http://www.ci.sedro-woolley.wa.us/Home/main.htm>.

(Job description updated February 20, 2024)