Job Title: Planner I  
FLSA: Nonexempt  
Union: STC Union  
Department: Land Services  
Reports To: Land Services Director  
Salary Level: Grade I  
Approved Date: 3-21-05

SUMMARY  
The Planner I position administers and enforces the County's development regulations, including zoning, subdivision, flood hazard, shoreline and critical areas regulations. Assists the public with interpretations of the Federal, State, and County development regulations and the County Comprehensive Plan and develops and implements revisions to existing County Code.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

60% Administration and enforcement of the County's development regulations, including zoning, subdivision, flood hazard, shoreline and critical areas regulations
- Coordinate public meetings and hearings as support to the Planning Commission and Hearing Examiner, and Board of County Commissioners.
- Administer various Federal, State, and Local environmental and land use codes.
- Administer the development permit process for compliance to land use codes and plans.
- Inspect and enforce code violations in conjunction with the Prosecuting Attorney.
- Create reports at the request of County Officials on land use issues of special concern.
- Coordinate as lead agency development review and approvals from public and private agencies.

30% Assists the public with interpretations of the Federal, State, and County development regulations and the County Comprehensive Plan
- Answer Questions from customers with regards to Federal, State and County development regulations and the County Comprehensive Plan.
- Assist the public with land use petitions or applications and review them for completeness.
- Interpret land use codes and plans for the public and appointed or elected officials and advise them on the issues.

10% Develop and implement revisions to existing County Code
- Conduct research and analysis of land use issues for revisions to the County Code.
- Analyze planning issues for reports to the Planning Commission and Board of County Commissioners.
- Research national, state, and local codes pertaining to amendments to the County Code.
- Analyze land use data to assist in evaluation of land use regulations and policies.
- Create ordinances pertaining to land use issues for the zoning, subdivision, and other pertinent codes.
EDUCATION and/or EXPERIENCE
Bachelor’s degree in Planning, Geography or Public Administration with 1 year planning experience OR a Bachelor’s degree and 2 years experience in planning OR a High School Diploma and 4 years in planning.

PREFERRED QUALIFICATIONS
Two or more years of planning experience.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid Washington State driver’s license and proof of liability insurance.

OTHER SKILLS AND ABILITIES
Basic understanding of legal aspects of planning and permit processes.
Ability to communicate effectively in writing, in small group situation, and in public speaking engagements that requires interaction with the public regarding complex or controversial issues.
Knowledge of legal descriptions.

COMPUTER SKILLS REQUIRED
Windows, Microsoft Word, Excel spreadsheets.
Data Base software experience is a plus, as are experiences with GIS, Auto Cad or Arch Cad.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. Requires climbing, reaching, standing, stooping, walking on sometimes-uneven terrain, lifting and carrying objects, pushing/pulling objects; grasping, talking, hearing, seeing and repetitive motions. The employee is occasionally required to balance. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORKING CONDITIONS:
Work is performed in an office and/or field environment with occasional exposure to irate customers and citizen groups. May require: travel for training, data gathering, site inspection and analysis; and attendance at night meetings on a regular basis.