

## CITY OF BELLINGHAM

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Planner</b>	<b>UNION: 231</b>
<b>CLASS TITLE:</b>	<b>Planner I</b>	<b>SG: 5</b>
<b>DEPARTMENT:</b>	<b>Planning and Community Development</b>	<b>CS: N</b>
		<b>FLSA: N</b>
		<b>EEO4CODE: PR</b>

#### **JOB SUMMARY:**

Performs a wide variety of professional, analytical and technical urban planning duties. Provides information and assistance to the public on land use and planning issues. Reviews permit applications for compliance with land use codes and regulations. Performs field inspections for compliance with land use permits and codes. Investigates complaints of land use, environmental and rental registration code violations and conducts appropriate enforcement practices and procedures. Prepares and presents reports in a public hearing context on individual land use applications. Incumbents research and gather field and other information for use in the planning process. This position is required to work independently on several projects concurrently and complete work within prescribed or developed deadlines.

#### **SUPERVISORY RELATIONSHIPS:**

Reports to the Development Services Manager or the appropriate designee. Works under general supervision and the guidance of applicable federal, State, City and departmental laws, regulations, rules, policies and guidelines.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job description. While actual duties of each Planner will vary from time to time, all Planners may be assigned to perform work in any or all areas within the scope of the classification.

1. Represents Planning at the Permit Center. Provides information and assistance on permit applications, land use development codes, shorelines, subdivision, and other planning regulations/matters over the counter, by phone and written correspondence to the public, city departments and other governmental agencies. Effectively communicates, both orally and in writing, with customers which include, but are not limited to, the public, land developers, design professionals, architects, engineers, other agencies, elected officials, and other city departments throughout the permit review process to help them understand application processes, review timelines, code requirements and land use

- policies.
2. Provides code interpretation orally and in writing in areas of assignment by senior staff. Researches code for preparation of written or oral information/explanation.
  3. Reviews all types of building permits for compliance with land use and environmental codes.
  4. Acts as enforcement officer to assure compliance with land use, environmental and rental registration codes. Professionally and tactfully discusses complaints with members of the public. Assesses complaints or violations using oral information, research, and site visits. Assesses, prioritizes, and documents enforcement issues according to potential threat to health, safety, and the welfare of the public. Takes enforcement actions, including drafting and sending violation letters and works with City Code Enforcement Officer and Legal Department to resolve uncorrected violations.
  5. Researches, analyzes, prepares, with review and approval by supervisor, and presents staff reports on planning issues for the Hearing Examiner, SEPA Responsible Official, Design Review Board, Historic Preservation Commission. May also prepare and present staff reports to the Planning Commission or City Council on land use issues.
  6. Reviews, analyzes, prepares draft permits and recommends decisions on land use and environmental permits, including accessory dwelling units, legal lot determinations, lot line adjustments, design review, nonconforming uses, over-height fences, home occupations, sidewalk vendors, and critical areas. May also review short plats, preliminary plats, binding site plans and planned permit applications. Reviews and assesses whether applications meet variance/conditional use criteria. Assesses accuracy and significance of information supplied by proponents and opponents and recommends action by the Hearing Examiner such as approval or denial of conditional uses or variances.
  7. Ensures timely and accurate review of land use and environmental applications, public notices for land use applications, public hearings, and threshold determinations.
  8. Organizes, attends, conducts and participates in interdepartmental and public meetings on development applications.

**ADDITIONAL WORK PERFORMED:**

1. Performs related duties within the scope of the classification.
2. Participates on special project teams, providing planning, land use and

- environmental guidance as applicable.
3. May assist in the research, analysis and development of comprehensive plans, code and policy development or special planning projects.
  4. Requires attendance at night meetings and public hearings.
  5. Other duties as assigned.

**PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):**

Knowledge of:

- Urban planning principles and theories;
- Zoning and land use ordinances and policies
- Environmental ordinances and policies;
- Federal, State and local regulations related to land development;
- City government organization, procedures, methods, and policies;
- City ordinances, procedures, methods, and policies;
- Neighborhood planning; and,
- Wetland, shoreline, and marine ecology; wildlife and fish needs; water quality and wetland regulations.

Skills in:

- Customer service including effective use of interpersonal skills in a tactful, patient and courteous manner;
- Team work and organization;
- Technical and business writing;
- Modern office practices, procedures, and equipment including personal computers, related software such as spreadsheet programs, database, word processing, geographic information systems (GIS) and permit processing software applications;
- Reading and interpreting maps and drawings;
- Reading and interpreting land use and related codes;
- Public presentation skills for reporting to staff, boards, and neighborhood groups;
- Providing clear explanations on procedures and regulations;
- Analyzing problems and assessing information;
- Managing time and prioritizing tasks; and,
- Preparing, arranging, and reporting data.
- Excellent communication and interpersonal skills for interaction with co-workers, supervisors, managers, other City personnel and the general public.
- Willingness and ability to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physically perform the essential functions of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Move between work sites, including on undeveloped land parcels and project development sites;
  - Occasionally lift and transport objects up to twenty-five (25) pounds;

**WORKING ENVIRONMENT:**

Work is primarily performed in an office environment with extensive work at a computer work station. Staffs the Permit Center public counter and may be subjected to irate or frustrated customers. Requires frequent attendance and participation in evening meetings, field work and site visits to locations, including urban undeveloped and developed areas and open space, underdeveloped land parcels, and project development sites. Travel to professional seminars, meetings and court attendance as needed.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor's degree in urban planning or related field or a Bachelor's degree in an unrelated field plus one year of planning experience.
- Knowledge of planning principles and practices required. Experience in the field of planning preferred.
- A combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered.

**NECESSARY SPECIAL REQUIREMENT:**

- Requires a valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Willingness and ability to frequently attend and participate in evening meetings.
- Employment contingent upon passing a criminal conviction and local background check.

**PREPARED BY:** Shannon Taysi

**REVIEWED BY:** \_\_\_\_\_

Richard M. Sepler, AICP, Director  
Planning & Community  
Development

**COMMITTEE ALLOCATION:** 4/15/2016