

## CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: Planner  
Department: Planning and Building

FLSA Status: Non-Exempt  
Union Status: Represented  
Updated: June 20, 2022

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*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all duties performed within the job.*

### **NATURE OF POSITION**

Perform a variety of planning activities; research and analyze technical data to apply planning and zoning regulations to development, construction, and land use issues. Provide technical assistance to the public and other agencies. Assist Planning and Building Manager and other staff with complex cases by gathering and analyzing data, assisting in the preparation of reports and documents for board reviews and appeal hearings; provide graphic, mapping and data collection support; perform assigned projects independently and other duties as assigned.

### **SUPERVISION RECEIVED**

This is an appointed "at will" position under the direct supervision of the Planning and Building Manager. Work is reviewed through personal conferences, group meetings, written and oral reports and an annual evaluation.

### **SUPERVISION EXERCISED**

None generally. May train or provide direction to other staff on a part-time or temporary basis.

### **JOB DUTIES AND RESPONSIBILITIES**

#### **Essential Functions**

Perform a variety of planning projects and activities; assist with the interpretation, administration and monitoring of local, state and federal regulations pertaining to general planning and growth management, shoreline master programs, environmental policies and land use-related issues, zoning, and development permits.

Assist with the review and editing of plans and studies for master plans, area-wide and

sub-area planning projects, planning directives, and policies.

Assist in maintaining the City's comprehensive planning land use database and associated mapping; develop land use, zoning and special area maps; and perform research and statistical analyses related to demographics, population forecasts, housing studies, economic forecasts, land use studies, and traffic studies.

Assist with the preparation of goals, objectives, policy statements, and descriptive text for consideration by boards and commissions for inclusion in the City's Comprehensive Plan and other planning projects.

Assist in the preparation of staff reports and oral presentations to City Council, Boards and Commissions and other groups concerning planning projects and proposed developments; prepare oral presentations for community groups and the public; prepare visual aids such as charts, maps and diagrams.

Research, develop and recommend amendments to the Chehalis Municipal Code regarding standards and policies for environmental protections, community development, shoreline management, and zoning and land use-related issues.

Review building and planning applications; prepare staff reports and assist in the preparation of more complex reports; provide staff support to Boards and Commissions.

Administer City ordinances related to the Comprehensive Plan and Development Regulations; and state regulations including the Growth Management Act, State Environmental Policy Act, and Shoreline Management Act; review related applications and documentation.

Process and review subdivisions, plats, binding site plans, and design and improvement standards; assure proposals are consistent with related ordinances, zoning regulations, and applicable state laws.

Serve as a City representative on various committees; and attend City Council, Historic Preservation Committee and Planning Commission meetings, as assigned.

Perform other related duties as assigned.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Work is primarily performed in an office environment. Physical effort is required to lift boxes or files occasionally, not exceeding 30 pounds. May be assigned some field work.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and terms related to general and applied planning, development regulations, land use theory, comprehensive planning and zoning requirements.

Research skills.

Demographics, population forecasting, housing studies, land use studies, traffic studies. Math skills, including statistical analysis.

Principles, practices and operation of Computer Aided Drafting and Design.

Federal, state, local planning and environmental laws and ordinances.

Oral communication skills; provide effective public presentations, and communicate clearly and effectively with the general public.

Written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a variety of office equipment including a computer, calculator, photocopier, map copier, fax, and drafting equipment.

### **Ability to:**

Ability to perform a variety of planning projects and activities; prioritize and schedule work.

Interpret, administer, and monitor local, state and federal regulations pertaining to planning, environmental protection and land use-related issues.

Read, explain and apply federal, state and local planning and environmental laws and ordinances.

Learn policies and objectives of assigned programs and activities, and function within those parameters.

Collect, prepare, and analyze statistical information.

Operate a computer terminal and utilize word processing, spreadsheet, and database management applications.

Read and interpret maps.

Perform mathematical operations quickly and accurately.

Establish and maintain cooperative and effective working relationships with others.

Work constructively as a team player in a multi-disciplinary environment.

Communicate effectively both orally and in writing.

Prepare and deliver effective oral presentations.

**Education and Experience:**

Bachelor's degree in urban planning, geography, public administration, or a closely related field with two (2) years' work experience in planning discipline; OR any combination of education, training, and practical experience which provide the applicant with the desired skills, knowledge, and ability required to perform the job. Preferred candidates will have a working knowledge of GMA, SEPA, and SMA, environmental sensitive lands, urban design principles, and GIS computer mapping. Municipal experience preferred.

Possession of or the ability to obtain, and maintain throughout employment, a valid Washington State driver's license with acceptable driving record.

APPROVED:

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City Manager