

CITY OF OAK HARBOR

JOB DESCRIPTION

Title: *Senior Planner*
Department: *Development Services Department*
Reports To: *Director of Development Services*
Status: *Exempt /Non-union*

Job Summary:

Coordinate and perform advanced planning, environmental review and current planning activities. Examples include preparing new ordinances, coordinating annexations, reviewing land use permits and implementing the Comprehensive Plan. Expected to work independently and as a member of a team, applying the full scope of modern urban planning principles to a variety of work situations, ranging from recurring to complex, and requiring professional judgment.

Essential Job Functions:

1. Coordinate review of complex land development proposals with other City staff. Research and write complex reports with recommendations on the proposals and present the same to decision makers.
2. Prepare Comprehensive Plan elements for the annual update process and monitor compliance with Growth Management Act.
3. Develop project plans and priorities as directed for a wide variety of community development and enhancement projects.
4. Ensure compliance with State Environmental Policy Act (SEPA) and other state environmental laws including impact assessments and enforcement of mitigation requirements. Coordinate same with the Development Services Director, applicants, City departments, State agencies and the public.
5. Prepare or assist in the preparation of sub-area, area or master plans.
6. Assist the public by interpreting and applying Comprehensive Plan policies, land use ordinances and related environmental laws; identify alternate approaches to planning problems as necessary.
7. Research, direct and write updates to development regulations.
8. Coordinate annexations and make administrative recommendations based on Comprehensive Plan and other City codes and policies.
9. Perform park and recreation planning, including staff support to Park Board for comprehensive planning, capital facilities planning and park design.
10. Staff various boards and commissions as assigned and coordinate their activities and actions as appropriate.
11. Manage certain grants, with responsibility for application, public involvement, consultant recruiting and oversight, advisory committee support and budget/control management.
12. Establish and maintain effective working relationships with land developers, property owners, attorneys, other City departments, employees and officials, representatives of Federal and State agencies and the general public, including various boards, councils, commissions and agencies.
13. May supervise and lead the teamwork activities of other staff including making work assignments, providing direction, checking in-progress and completed work for accuracy.

Associated Job Functions:

1. May be responsible for the Department in the Director's absence.
2. Attend various meetings and seminars, and conferences.
3. Perform other duties and responsibilities as assigned.

Required Knowledge, Skills and Abilities:

- Comprehensive knowledge of land use planning, urban design and environmental issues and related laws and professional practices.
- Skilled in applying negotiation, arbitration and conflict resolution skills to balance the needs of internal and external clients.
- Ability to gain a working knowledge of, evaluate and interpret the City Comprehensive Plan, the City Municipal Code; various state regulations, laws, guidelines and enactments; interlocal agreements and federal regulations related to land use, growth management and the environment.
- Ability to conduct, read and interpret complex studies and surveys.

- Ability to evaluate and effectively resolve a variety of problems.
- Ability to work under procedures that are generally established but can be difficult to evaluate, interpret and explain to the general public.
- Ability to work effectively either independently or as part of a team.
- Ability to communicate technical information clearly and concisely both in person and in writing, and to prepare and make effective public presentations.
- Knowledge of business English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to use personal computer with associated software and presentation/graphics software, dictation equipment, planimeter, audiovisual equipment and other office equipment.

Working Environment and Physical Demands:

Work is performed primarily in an office environment with occasional fieldwork and site visits that may be performed in all types of weather conditions. Work requires normal hearing and visual acuity, hand-eye coordination and fine manipulation skills to operate computers and office equipment, sufficient mobility to drive a vehicle and to visit development sites, walking on all types of terrain. Attendance at evening meetings several times a month is also necessary.

Experience and Training Requirements:

- Bachelor's Degree in urban planning, geography or related field, *and*
- Four (4) years of professional planning experience in the public sector, including a variety of experience in current and comprehensive planning, urban design and community development projects.
- Must have demonstrated competency with personal computer and word processing, spreadsheet, data base and presentation/graphics software.
- A Master's Degree in planning or related discipline is desirable.
- AICP certification is desirable.
- Valid Washington State driver's license and good driving record.
- Must pass background and driver's record checks.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established:

FLSA: Exempt

Revised: 4/98, 4/01, 2/02, 4/03; NWM/HR 1/04; Dev Svc/HR 8/08, HR 6/11, Dev/HR 1/15

Range:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, 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. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.