

Associate Planner



Human Resources

DEPARTMENT: COMMUNITY AND ECONOMIC DEVELOPMENT
REPORTS TO: COMMUNITY AND ECONOMIC DIRECTOR
OPEN DATE: MAY 22, 2023
CLOSING DATE: JUNE 9, 2023
SALARY RANGE: \$6,536 - \$8,601
BENEFITS: Excellent benefits package including health and retirement

The City reserves the right to make a hiring decision at any time, which is why it is in your best interest to submit your complete application materials as soon as possible. Although first review is June 9, 2023, we will review additional applications each week until we fill the position.

GENERAL FUNCTIONS:

Under the supervision of the Director of Community and Economic Development, provides information to the public regarding land use processes, zoning information, environments review requirements, and processes land use permits. Participates in the development, implementation, monitoring, enforcement, evaluation and modification of the City's land use, development, housing, Comprehensive Plan, and environmental regulations. Provides responsible planning services in support of land use and development.

ESSENTIAL JOB FUNCTIONS:

1. Provide basic and comprehensive information and interpretation of applicable city land use and development codes to the general public and the development community.
2. Under direction, conducts special land use, land economics, demographic, social, and economic studies, and reviews other relevant factors relating to comprehensive planning issues.
3. Reviews, processes, and approves land use permits.
4. Reviews and recommends changes to the City Comprehensive Plan and land use codes, provides professional policy guidance to the Planning Commission through revising, and updating the Comprehensive Plan, organizes Planning Commission agendas and schedules, and participates in Planning Commission hearings.
5. Implements effective and traceable procedures for reviewing the processing of approved development plans, construction plans, and construction performance to assure compliance with city Codes.
6. Provides assistance to the Building Official, as directed, by performing limited building permit review and inspection services for compliance with zoning and environmental regulations.
7. Prepares or reviews environmental impact statements. Provides technical assistance in the analysis, coordination, and implementation of environmental requirements and regulations under the City Environmental Ordinances.
8. Review parcel and subdivision maps and building plans for compliance with appropriate regulations; works with property owners and the development community on acceptable property development and land use.
9. Process land use permits such as shoreline, zoning, conditional use, variances, rezones, and comprehensive plan amendments, site plans, subdivisions, and short plats; prepare reports and recommendations; conduct public hearings before the City Planning Commission and City Hearing Examiner.

10. Investigate potential violations of city land use regulations. Prepare documentation reports and issue notices of violation and assessment of city penalties.
11. Coordinate project activities with other staff, city departments, county, and state agencies, and the City Planning Commission. Compile information and make recommendations on special studies.
12. Prepare complex planning reports.
13. Performs other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

1. Proper usage of English, spelling, grammar, and punctuation
2. Modern office methods, procedures and practices, business letter writing
3. City government functions, policies, rules, and regulations
4. Principles and practices of public planning and the socioeconomic and environmental aspects involved.
5. Modern trends in literature in the field of planning
6. The Shoreline Management Act, State Environmental Policy Act, Growth Management Act, and municipal land use, zoning, annexation, and subdivision statutes
7. PC computers, word processing/database, and planning software including GIS
8. Applicable Federal, State, and local laws, codes, and ordinances and standards pertinent to municipal planning, development, and environmental quality

Ability to:

1. Communicate effectively, both orally and in writing
2. Deal effectively with the public in a customer friendly manner and maintain effective working relationships with those contacted in the performance of required duties
3. Maintain confidential data and information
4. Plan, organize and schedule priorities
5. Work independently and effectively handle multiple tasks simultaneously
6. Work comfortably with citizen advisory commissions, elected officials, and ad-hoc citizen groups in a conference environment as well as in public assemblies and meetings

MINIMUM QUALIFICATIONS:

Graduation from a four-year college or university with major course work in urban or regional planning, environmental studies, public administration, or a closely related field, and (2) two years of professional planning and development experience.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing software (Microsoft Word for Windows 6.0), Excel, Power Point, Outlook, GIS, copier, fax, multi-line phone system, and calculator.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

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.

Work is performed in both field and office settings. Hand-eye coordination is necessary to operate various pieces of office equipment. Position requires the ability to transport oneself to a variety of locations, primarily in and around Pierce County. Attendance at night meetings may be required.

While performing the duties of this job, the employee is required to stand, walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works outdoors. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles. The work environment is fast-paced, and the noise level is usually moderate to high. The employee may occasionally encounter stressful situations due to sensitive or complex public issues.

SPECIAL REQUIREMENTS:

Possession of, or ability to obtain, a valid Washington State Drivers' license. Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of University Place.

CITY OF UNIVERSITY PLACE COMMITMENT TO DIVERSITY AND INCLUSION

The City of University Place is an Equal Opportunity Employer and values diversity in the workplace. The City is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. Applicants are considered for positions without regard to race, sex, age, color, religion, national origin, marital status, sexual orientation, gender identity, veteran status, disability status, or any basis prohibited by federal, state, or local laws.

To apply:

City Application, cover letter, and resume are required. An application form may be obtained from the City's webpage at Job Opportunities | University Place (cityofup.com) or from the University Place main reception desk located at 3609 Market Place W. Suite 200, University Place, WA 98466.

Submit completed application packet to: HumanResources@CityofUP.com

To be considered during the first review, application materials must be received by 4:00 p.m. on Friday, June 9, 2023. Incomplete applications will not be considered.

The City of University Place is an equal opportunity employer.
