FROM: Carl Smith  
Director of Community Development  

RE: Assistant Planner Job Opening  

ASSISTANT PLANNER: Jefferson County DCD has Assistant Planner opening (40 Hrs/wk). Position performs professional level work with minimum supervision in the fields of development review &/or long range planning. Work involves application of planning principles, administration & development of planning programs & policy, & Washington State land use regulations, including (but not limited to) the Growth Management Act, Shoreline Management Act, the State Environmental Policy Act, & the Planning Enabling Act. Position requires strong communication, customer service & public relations skills to perform “Planner of the Day” duties on a daily basis involving significant daily contact with public for the purpose of sharing resource & regulatory information, mentoring citizens through the permit process, troubleshooting development challenges, explaining County policies/procedures & describing various prescriptive/voluntary measures. Position will have daily contact with other County staff for the purpose of information sharing, collaboration, work coordination & problem resolution. Public & co-worker interactions must be conducted in a professional, concise & respectful manner. Knowledge of architecture, engineering, law &/or natural sciences is beneficial.

EDUCATION and/or EXPERIENCE (Minimum): Bachelor of Arts or Sciences from an accredited four-year college or university with a major in Urban Planning, Regional Planning, Geography, Environmental Planning, Environmental Science or a closely related area; AND one (1) year related experience and/or training; or equivalent combination of education and experience.

WORK WEEK: Monday – Friday, 8:00 am – 5:00 pm

This is a Grade 30 UFCW position, starting at $ 20.86 per hour. Applications and job description are available at the Jefferson County Board of County Commissioners’ office, on-line at www.co.jefferson.wa.us Submit an application, resume and letter of interest to the BOCC office, Jefferson County Courthouse, P.O. Box 1220, 1820 Jefferson Street, Port Townsend, WA 98368. Posting is open until filled. First review date is January 16th, 2015. ADA/EOE
JEFFERSON COUNTY
Job Description

Job Title: Assistant Planner
Department: Community Development
Division: Long Range or Current Planning
Reports To: Planning Manager
FLSA Exempt (Y/N) No
Union: UFCW
BBP: No
Salary Level: Grade 30
Location: Community Development
Approved By: Human Resource Manager
Approved Date: 3-17-99

SUMMARY
Performs professional level work in the fields of current and long range planning by the application of planning principles in the administration and development of planning programs and policy, particularly as related to the Growth Management Act and local project review requirements. This position may include project planning or ordinance development consistent with the Jefferson County Comprehensive Plan, by performing the following duties.

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

Assist in the development and implementation of requirements from the GMA.

Compile information, make recommendations, and prepare reports on Growth Management issues.

Review development proposals for compliance with local, State, and federal regulations.

Process land use and shoreline applications, consistent with statutory requirements for local project review.

Conducts site inspections to identify any conditions and evaluates the potential impact of the application.

Prepare staff reports and make presentations to the Hearing Examiner, Commissioners or Boards.

Assist in the research and development of public policy and regulations.

Confer with and advise other departments, agencies, the development community, and the general public regarding GMA and local project review, policies and processes.

Provides assistance and information to the public personally, in writing or by telephone on an on-going basis.

Perform other duties as assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
Bachelor's degree (B. A.) from four-year college or university with a major course of study in Urban Planning, Regional Planning, Geography, Environmental Planning, Environmental Science, Community Development, Public Administration or a related field; and one (1) year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid Washington State Driver's License.

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 frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

CAREER LADDER/SKILL BAND
This position is the entry level position in a career ladder for Planners. The senior position in the career ladder is Associate Planner. Advancement from Assistant Planner to Associate Planner within the career ladder requires completion of the requirements for Assistant Planner and a positive recommendation from the Community Development Director.