CITY OF BLAINE
JOB DESCRIPTION

JOB TITLE: Community Planner II
REPORTS TO: Community Development Services Director
STATUS: Exempt/Salary/IAM NU

POSITION SUMMARY
Under the direction of the Director of Community Development Services, the Community Planner II holds a high-profile position within a collaborative work team that performs a broad range of professional planning and community development functions. These responsibilities include assisting the community with both legislative and current planning land use decisions; reviewing permits in a timely and efficient manner for all applications submitted to the City; managing the City’s ongoing permit review system; and providing staff assistance to the Planning Commission. Work is characterized by excellent customer service; an expectation of mentorship and leadership to fellow team members; and maintenance of professionalism and poise in a variety of situations.

ESSENTIAL JOB FUNCTIONS
1. Plans and organizes current planning activities including review of all administrative and quasi-judicial permit applications.

2. Assists the Director in the preparation of official legislative documents including comprehensive plans; land use map amendments; and zoning amendments.

3. Manages the Planning Commission operations including preparation of recommendations on complex land use issues, posting public notices, scheduling hearings, responding to parties of record, producing agendas and reviewing minutes.

4. Assists the Director in the development, updating, and implementation of land use policies, procedures, work plans and practices to accomplish the objectives of the department.

5. Assists in the preparation of grant applications.

6. Prepares SEPA threshold determinations for development projects.

7. Prepares applications and SEPA checklists for City proposals

8. Provides staff assistance to the City Council, Planning Commission, and other subcommittees, boards and commissions as requested by the Director.

9. Serves as SEPA Official, Shoreline Administrator, Critical Areas Administrator and/or Zoning Administrator as designated by the Director.
10. Serves as mentor and support for Community Planner 1.

11. Manages assigned planning projects effectively and take appropriate action to eliminate disruptions, conflicts and associated delays.

12. Develops realistic and quantitative short-range goals and objectives for areas of responsibility.

13. Manages contracts for consultants and coordinates the development and delivery of consultant work products.

14. Communicates effectively and professionally with the public, City administration, Council, Planning Commission, and civic groups about planning, zoning, and permit review.

15. Represents the City as needed in planning activities.

**OTHER JOB FUNCTIONS**
16. Performs other duties as may be assigned.

**QUALIFICATIONS**

**Education and/or Experience:**
- Bachelor’s Degree from an accredited college or university with course work in Planning, Public Policy/Administration, Geography, Urban Design, or another related field.
- Minimum of four (4) years of progressively responsible planning experience.
- A minimum of one (1) year in a supervisory capacity is preferred.
- Certification by the American Institute of Certified Planners is preferred.
- Equivalent combinations of education and experience that provide the incumbent with the necessary qualifications may be considered.

**Knowledge, Skills and Abilities:**
- Knowledge of principles and techniques of City planning, zoning and permit review processes including the ability to translate land use law into an efficient and user-friendly land use permit system.
- Knowledge of State subdivision regulations.
- Knowledge of site development fundamentals and records management.
- Knowledge of and/or familiarity with State Growth Management Act, State Environmental Policy Act, and Shoreline Management Act.
- Strong planning and organizational skills, including facilitating, problem solving, and decision making.
- Ability to plan, manage, monitor and meet deadlines while working on multiple projects at any given time.
- Ability to establish and maintain effective working relationships with professionals, public officials, employees, and the general public. Requires the ability to interact with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Ability to work with a group of volunteers, including scheduling and leading volunteer projects for the City.
• Ability to communicate effectively, including orally, in writing, and with visual media, in clear, concise language appropriate for the purpose and parties addressed. Use tact, discretion and courtesy to gain the cooperation of, and establish and maintain effective working relationships with public officials, consultants, vendors, co-workers, other departments, and diverse members of the public. Work independently or cooperatively as a team member.

• Ability to work with MS Office products including Word, Excel, Powerpoint and Outlook.

• Knowledge of and/or familiarity with GIS. Proficiency with GIS preferred.

• Ability to recognize and analyze problems and develop and recommend changes to deal with those problems.

• Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.

**Licenses/Certificates/Registration**

• Possess a valid State of Washington Driver’s License and appropriate insurance at the time of hire for work-related travel and operation of city vehicle. Driving record free of any significant moving violations.

• Pass appropriate background checks.

**WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

Work is performed in both the office and off-site in nature and on construction sites. Employee will work outdoors in various weather climates and will be required to move about the work sites. Position requires attendance at evening meeting to present information to City Council and various public groups. Work typically involves the proficient use of computer, software and other office equipment. Work also involves considerable contact with the public and staff of other city departments. Position requires ability to move throughout the office and between locations and hand manipulative skills for word processing and writing. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on various forms. Requires the ability to occasionally lift and/or move up to 25 pounds.

*The statements contained herein reflect general details to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. This 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.*

Date: October 14, 2019

Approved by: Michael Jones, City Manager