

CITY OF NEWCASTLE

POSITION DESCRIPTION

Title	Associate Planner	Date Revised	March 2017
Department	Community Development	Job Classification	Non-Represented
Reports To	Community Development Director	Yearly Salary Range	See Budget Book
Supervises	N/A	FLSA Status	Exempt

GENERAL FUNCTION

Under general supervision of Director of Community Development, the Associate Planner performs a variety of professional planning duties, such as reviewing land use applications for compliance with applicable ordinances and regulations; researching, developing, and implementing plans, policies, and ordinances. Supporting tasks include providing information to the public and applicants concerning City procedures, applications, and regulations; and preparing and presenting staff reports.

The Associate Planner performs routine and complex administrative, technical and professional work in the current and/or long range planning programs of the City related to the development and implementation of land use and related municipal plans and policies.

ESSENTIAL DUTIES and RESPONSIBILITIES

This list illustrates the various type of work that one may perform. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Process and tracks land use applications; conducts background research and prepares reports; maintains accurate records; and prepares legal notices.
2. Reviews plans for submittal to assure applications are technically complete prior to acceptance by the City, including all exhibits and fees.
3. Researches policy and project-related matters and drafts documents for decision making purposes; provides reports in writing and orally to the City Council, commissions and committees, the City Manager, Hearing Examiner, and other members of the public, and staff.
4. Consistent with the expectations of the City Manager, helps promote a culture within the Department of Community Development that is customer- and -business-friendly; takes reasonable extra measures and/or time to ensure that the needs of City customers and constituents are addressed or solved at a personal level rather than a bureaucratic one.
5. Informs the public of appropriate ordinances, advising when not in compliance; investigates customer complaints; as needed, coordinates with the Building Official to investigate permit violations and reports to appropriate staff members.

6. Provides information and assistance to the public by telephone, letters, and “over the counter” concerning procedures related to land use permits and their required submittals, building permit applications and compliance, and permits in progress.
7. Communicates at all times and in all media in ways that reflect well upon the City and the employees; communicates at all times in ways that are accurate, professional, and in keeping with the customer service ethic identified herein; as needed, provides reliable and concise written and oral reports; make recommendations involving areas of responsibility.
8. Coordinates activities with other City departments and/or outside public or private agencies; works in a manner that reinforces interdepartmental cooperation and mutual support; coordinates with the Office of the City Clerk as needed, including providing information for website updates and public notices.
9. Conducts field inspections to ensure that services and projects are being implemented as agreed upon; coordinates and communicates related issues in a timely manner with the Planning Manager or the Director of Community Development and other staff as needed.
10. Fulfills obligations, promises, and assignments within reasonable timelines; communicates project and assignment status and schedules regularly and in a timely way with the Director of Public Works.
11. Represents the City at certain regional and intergovernmental meetings; states official City policy, opinion, or direction as needed as assigned.

Other Duties

1. Assists in maintaining Department databases and information systems.
2. May be asked to participate as an active member of City committees and interdepartmental/inter-agency work groups.
3. Because of the small size of the city staff, each employee is expected to perform a wide range of office and field duties as may be required from time to time.

WORKING CONDITIONS

The working conditions 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 frequently is required to walk, sit, talk, and/or hear. The employee frequently is required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet in the office, and moderately loud in the field.

KNOWLEDGE and SKILLS (Entry requirements)

Knowledge of:

- Principles and practices of urban planning, including zoning laws and subdivision code development and administration;
- Applicable laws, standards, precedents, and agency rules;
- Processes of developing, adopting, implementing, and enforcing comprehensive land use plans and other municipal policies and related documents;
- Land use permitting processes and required documentation;
- Principles and processes for providing high-quality customer services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; and
- Research and report writing techniques.

Skill in:

- Interpreting land use plans and maps;
- Reading and understanding plans and blueprints;
- Operating a personal computer, including Microsoft applications, various graphic design tools, and related office equipment;
- Communicating effectively, orally and in writing, in ways appropriate for the needs of the audience, at times in confrontational and/or stressful situations;
- Ability to learn and implement Washington State's land use regulations (i.e., growth management, environmental review, and application review procedures);
- Making presentations with related visual aides;
- Developing clear, concise staff reports;
- Prioritizing;
- Problem solving; and
- Establishing effective working relationships.

MINIMUM QUALIFICATIONS

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture, geography, or a related field, and three (3) years experience in municipal planning.

Special Requirements

Must have a driving record that meets City standards and possess a valid Washington State driver's license at time of hire and throughout employment.


LEGAL and REGULATORY EMPLOYMENT CONDITIONS

This classification description does not constitute an employment agreement between the City and employee. It is subject to change by the City as the needs of the City and requirements change.

Appointment and Removal Authority: The City Manager is the appointing authority of the City with power of appointment and removal of all employees.

Abide by Personnel Policies: Upon acceptance of employment, the employee will be provided with a copy of the City's *Personnel Policies*, will be asked to acknowledge receipt of same in writing, and be required to abide by those policies, as printed at that time or thereafter amended, during employment with the City.

Approvals:

City Manager:  Date: 3/29/18