

**Walla Walla County
Position Description**

JOB TITLE: Associate Planner

DEPARTMENT: Community Development

REPORTS TO: Community Development Director

PAY RANGE: 29, Full-time (40 hours/week); benefits apply, Courthouse Union

JOB SUMMARY:

Perform current and long-range land use planning, research, review development proposals and plats and other related work. The majority of the work is in current planning. Is responsible for land use, environmental, and development proposal review work compiling, analyzing, modifying, and illustrating a variety of economic, social, and physical factors consistent with state and county laws, ordinances, and the county comprehensive plan. Works under the policy and administrative guidance of the Community Development Director and/or the Principal Planner for work assigned projects and for coordinating efforts with other county departments, the planning commission, the Board of County Commissioners, and the general public.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a responsibility of this position.

ESSENTIAL FUNCTIONS:

- Responsible for land use, environmental, and development proposal review work.
- Compiles, analyzes, modifies, and illustrates a variety of economic, social, and physical factors affecting land use plans or the environment consistent with state and county laws, ordinances, and the county comprehensive plan.
- Reviews development proposals.
- Conducts research for current and long range planning activities and special projects.
- Serves customers at department counter.

EXAMPLE OF DUTIES:

- Independently manages project review of development applications.
- Answers planning-related inquiries at the front counter, and by phone.
- Prepares public notices and vicinity maps.
- Assists with making logistical arrangements for public meetings.
- Works and coordinates with other County departments, various agencies, and citizen groups.
- Writes technical reports
- Prepares graphical displays utilizing GIS and other tools.
- Makes recommendations consistent with legal requirements.
- Assists code compliance officer on cases that include zoning or critical areas violations.
- Other duties as assigned.

EQUIPMENT TO BE USED:

Various types of materials and equipment are used: local, county, state, and federal codes, digital and paper records, land use and zoning maps, statistical and legal documents and information, construction plans, professional literature, architectural, mass communications, audiovisual aids, graphics, telecommunications, personal computer, GIS, and standard office equipment.

WORKING ENVIRONMENT / PHYSICAL ABILITIES:

Work is typically performed in office setting however traveling to meetings, public hearings, or a development site(s) in various weather conditions is required. Required to sit and/or stand for extended periods of time. Require sufficient hearing and speech ability to communicate verbally. Require manual dexterity and visual acuity to operate a computer, telephone, and peripherals. Position may require climbing, standing, and walking at field sites.

KNOWLEDGE AND ABILITIES:

- Ability to research and prepare a variety of written documents.
- Ability to establish and maintain effective working relationships with employees, public and private officials, and the general public.
- Ability to speak before groups and express ideas effectively.
- Ability to recognize land use plans, site plans, and sketches.
- Ability to prepare maps, charts, and graphics using GIS, and other tools.
- Working knowledge of GIS.
- Must be proficient with personal computer(s), particularly word processing, data management, mapping, and computer generated presentations.
- Knowledge of principles, practices, and techniques of land use planning and urban design, including the Growth Management Act, State Environmental Policy Act, State Subdivision Code, Open Public Meetings Act, and Local Project Review Act.
- Knowledge of land use concepts and the impact of sociological, demographic, and other factors influencing land use.
- Knowledge of statistical methods.

EDUCATION AND EXPERIENCE:

Bachelor's degree in Urban Planning, Geography, Urban Design, Public Administration or an associated field. Two (2) years of responsible experience which provides a familiarity with land use controls, comprehensive plans, economic development, environmental regulations, and mapping techniques.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license required. Must have the ability to attend meetings and workshops outside of regular work hours.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.