CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Planner I** **UNION:231**
SG:2
DEPARTMENT: **Planning and Community Development** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Responsible for a variety of urban planning duties and other support assignments for the planning process. Performs more complex assignments under the guidance of senior staff. Provides information and assistance to the public on land use and planning issues. Reviews permit applications for compliance with land use codes and regulations. Performs field inspections for compliance with permits and codes. Investigates complaints of code violations and conducts enforcement. Prepares and presents reports in a public hearing context on individual land use applications. Conducts research and gathers field and other information for use in the planning process.

SUPERVISORY RELATIONSHIPS:

Reports to Senior Planner. Works under general supervision and the guidance of Departmental, City, State and Federal laws, regulations, rules, policies and guidelines. May receive technical direction from Planner II.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides information and assistance on permit applications, land use development codes, shorelines, subdivision, and other planning regulations/matters over the counter, by phone and written correspondence to the public, city departments and other governmental agencies.

2. Provides code interpretation orally and in writing in areas of assignment by senior staff. Researches code for preparation of written or oral information/explanation.

3. Reviews building permits for compliance with land use codes.

4. Acts as enforcement officer to assure compliance with codes. Assesses complaints or violations using oral information, research, and site visits. Assesses, prioritizes, and documents enforcement issues according to potential threat to health, safety, and the welfare of the public. Takes enforcement actions and works with City Code Enforcement Officer to resolve uncorrected violations.

5. Prepares staff reports for Hearing Examiner with review and approval by the Senior Planner. Reviews applications and assesses whether applications meet variance/conditional use criteria. Assesses accuracy and significance of information

supplied by both proponents and opponents and recommends action by the Hearing Examiner such as approval or denial of conditional use.

6. Reviews and recommends issuance of permits for accessory dwelling units, legal lot determinations, nonconforming uses, over-height fences, temporary home occupations, sidewalk vendors, planned contracts and environmental impact statements.

7. Participates in special research projects related to growth management and comprehensive planning (such as the Accessory Dwelling Unit Ordinance).

ADDITIONAL WORK PERFORMED:

1. Performs related work of a similar nature of level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Urban planning principles and theories.
- Zoning ordinances and policies.
- Environmental policies
- State and local regulations related to land development.
- City government ordinances, organization, procedures, methods and policies.
- Neighborhood planning.
- Wetland, shoreline and marine ecology; wildlife and fish needs; water quality and wetland regulations.

Skills in:
- Technical and business writing.
- Using spreadsheet, database, word processing and related software applications.
- Reading and interpreting maps and drawings.
- Reading and interpreting land use and related codes.
- Public presentation skills for reporting to staff, boards and neighborhood groups.
- Time management and prioritizing tasks.
- Excellent communication and interpersonal skills for interaction with co-workers, supervisors, managers, other City personnel and the general public.

Ability to:
- Provide clear explanations on procedures and regulations.
- Analyze problems and assess information.
- Prepare, arrange and report data.
- Willingness and ability to frequently attend and participate in evening meetings.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job, including:
  - Correctable visual acuity to read a computer monitor and typeset page;
  - Fine finger dexterity to manipulate computer keyboard and mouse;
  - Communicate verbally, in person and over the phone;
  - Traverse difficult and undeveloped terrain.

WORKING ENVIRONMENT:

Work is primarily performed in an office environment with extensive work at a computer work station. Requires frequent attendance and participation in evening meetings, field work and site visits to locations, including urban undeveloped and developed areas and open space, underdeveloped land parcels, and project development sites. Travel to professional seminars, meetings and court attendance as needed.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in urban planning or related field or a bachelor's degree in an unrelated field plus one year of planning experience.
- Knowledge of planning principles and practices required. Experience in the field of planning preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Employment contingent upon passing a criminal conviction and local background check.

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1/01

REVIEWED BY: _____
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Planning Department