

CITY OF MILL CREEK

POSITION DESCRIPTION

POSITION TITLE: Planner **JOB CLASSIFICATION:** Exempt Professional

DEPARTMENT: Public Works & Development Services **REPORTS TO:** Planning Manager

SALARY GRADE: 16 **FLSA EXEMPT:** Yes

REPRESENTATION: AFSCME **Approvals: CM:** *[Signature]* date: 5-10-2023

Approvals: HR: *[Signature]* date: 4/20/23

GENERAL DESCRIPTION:

Performs long-range and current planning functions, including preparation of Comprehensive Plan amendments and development of regulations to implement Comprehensive Plan policies consistent with the Washington State Growth Management Act. Assists with or manages short and long term development and planning projects and processes under the guidance of the Planning Manager.

ESSENTIAL JOB FUNCTIONS:

1. Under the guidance of the Planning Manager, assists with or prepares updates to Comprehensive Plan elements, policies, maps, development regulations and other codes consistent with applicable state laws; interprets and applies the City's Comprehensive Plan policies and development regulations to land use and development applications. Monitors progress of approved developments to ensure compliance with adopted conditions of approval.
2. Processes land use proposals, including rezones, sub-divisions, binding site plans and other land use proposals. Assist with the administration of City policies, codes and regulations related to development proposals.
3. Assists with the preparation of a wide variety of planning studies requiring extensive data collection analysis and preparation of narrative reports and recommendations; conducts environmental reviews and prepares resulting determination and documents.
4. Prepares and presents written and verbal staff reports and recommendations on myriad land use and development related issues to planning commission and other advisory boards. For more complex projects, work will be performed under the guidance of the Planning Manager.
5. Prepares materials for public meetings and public hearings.
6. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function 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.

Knowledge of:

- Principles and practices of urban planning, including zoning and subdivision code development and administration.
- Principles and practices of land use, transportation, capital facilities, parks, architectural/landscape/urban design, environmental and neighborhood design planning.
- Land development and construction processes.
- Federal, state, and local laws relating to planning, zoning, subdivision and annexation requirements, including the State Environmental Policy Act, Growth Management Act and the Mill Creek Municipal Code.

Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours; attend evening meetings as needed.
- Read and interpret land use plans and maps, including landscape plans, site plans, grading plans, topographic maps, elevations and zoning maps.
- Evaluate planning proposals/projects relative to adopted City policies and codes and formulate recommendations.
- Prepare, assemble and analyze technical information related to land use proposals, studies and decisions.
- Prepare well-written, concise, organized, and well-supported business correspondence, reports and visual materials.
- Present technical information in a manner understandable to lay people and respond to questions.
- Work as part of a team; establish and maintain effective working relationships with co-workers, elected officials, other agency staff and the general public.
- Use basic computer programs, such as word processing, presentation, spreadsheet, database and Geographic Information System (GIS).
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

MINIMUM REQUIREMENTS:**Experience and Education / Training:**

- A Bachelor's degree in urban and regional planning or related field and two years of experience in both long range and current planning (a Master's degree in a related field may substitute for one year of work experience), or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

Licenses/Certifications:

- Must possess a valid Washington State driver's license and insurable driving record or have ability to obtain them within three months of hire.
- Membership in AICP is highly desirable.

Preferred:

- Three years of increasingly responsible experience in a local government planning department.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.