

Associate Planner Position – City of Ruston, WA

Employer:	City of Ruston
Job Category:	Planning/Community Development
Employment Type:	Full Time
Salary and Benefits:	\$65,569 + Benefits

Description:

This position is an integral part of Ruston’s community development team that performs a broad range of professional planning functions and assists with special projects under the direction of the Mayor, in coordination with the Community Development Director, or other designee. Work is characterized by exceptional customer service, timely and efficient processing of development applications, research, and analysis projects of routine to moderate difficulty, preparation of reports, preparation of maps, and support on special/long-range projects.

Work is performed with general supervision. The Mayor, in coordination with the Community Development Director, defines objectives, priorities, and deadlines. The Director will assist the employee with unusual situations which do not have clear objectives or precedents. The employee will engage in planning and carrying out routine assignments, including addressing problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated carefully for technical soundness, conformity to practice and policy, as well as thoroughness of research, analysis, and recommendations.

Essential Duties and Responsibilities

Essential duties and responsibilities may include, but are not limited to, the following:

- Responding to citizen inquiries regarding the Comprehensive Plan, Zoning, Subdivision and Land Use Codes at the counter, over the phone, in writing and at informal meetings.
- Reviewing development applications for compliance with applicable development, zoning, subdivision, land use and environmental policies and regulations.
- Assisting the Community Development Director with researching and drafting revisions and amendments to Ruston’s development codes, regulations, and Comprehensive Plan.
- Conducts field evaluations and assessments.

- Using Ruston's online permit software, including coordinating project proposal reviews and notices with city staff and outside agencies.
- Preparing, filing, and maintaining records throughout the life of a project in compliance with a variety of federal, state and local codes.
- Preparing presentation of graphics and maps, schedules, notices, agendas, staff reports, and recommendations to the Hearing Examiner, Planning Commission, City Council and other boards and commissions.
- Researching and collecting statistical/background data for senior staff as requested for current, long-range, and special planning projects.
- Utilizing social media, the city website, and/or other programs and media to communicate project and departmental information to ensure consistent and timely communication.
- Addressing internal and citizen code enforcement complaints related to building, zoning and land use issues and investigations, including site visits and processing of violation notices.
- Performs other duties as assigned.

The duties listed above are intended only as illustrations of the various types of work to be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

Physical Demands and Work Environment:

The physical demands 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 is regularly required to use hands to finger, handle, or feel; talk; and hear. The employee frequently is required to sit for extended periods of time and type on a keyboard for extended periods of time. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Work is typically performed in an office environment, with occasional outdoor site visits and inspections; attending evening meetings; or to providing support in department emergency response events, all of which are subject to working outside of normal working hours to meet critical timelines. While performing the duties of this position, the employee is subject to multiple interruptions by telephones and walk-ins by employees and residents; may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate.

Typical business office machinery and equipment include, but not limited to, personal computer including database program, spreadsheet and word processing software, printer, telephone, scanning equipment, fax machine, copy machine, calculator, and projector.

Evening or variable hours in order to attend meetings is required.

Education and Experience:

- Bachelor's Degree from an accredited college or university in urban planning or related field.
- Two (2) years of experience in a local government planning office performing current planning; permit review; long range planning; or closely related tasks/activities with an emphasis on public interaction.

Or:

- Any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job, may be substituted for these qualifications.

Knowledge of:

- Principles and practices of planning
- State and federal statutes relating to current planning, zoning, land division, Shoreline Management Act, State Environmental Policy Act, and the Growth Management Act
- Municipal government policies, procedures, and structure; applicable local, state and federal laws, codes, regulations, and ordinances
- Land use and environmental review requirements and their application in the overall permit process
- Principles and practices of research, analysis and data collection, and interpretation
- Effective oral and written communication principles and practices
- Project management techniques and principles
- Detailed record-keeping techniques
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, statistical databases, permit tracking, Adobe, ArcGIS, etc.

Skilled in:

- Modern office practices, procedures, and equipment including personal computers and related software such as word processing, spreadsheet programs, and web-based management systems
- Proper use of telephone etiquette and techniques and ability to assist in answering diverse inquiries

- Demonstrating effective interpersonal skills using tact, patience, and courtesy
- Understanding and following oral and written directions
- Compiling, organizing, and summarizing complex, detailed material independently or from tape or oral instructions, letters, notices, bulletins, or other material
- Maintaining a variety of complex filing systems, records, and reports
- Effective analysis, interpretation, and documentation of research projects

Ability to:

- Maintain regular, predictable, and reliable attendance during scheduled hours
- Maintain confidentiality and communicate with tact and diplomacy
- Participate as a contributing member of a service-oriented team
- Work independently
- Utilize social media, website platforms, and other media to effectively communicate city-related information
- Analyze, research, and interpret codes, regulations, standards, plans and specifications
- Establish and maintain effective working relationships with staff, management, consultants, vendors, outside agencies, community groups and the general public; present a positive image of the City in a variety of circumstances
- Demonstrate positive and effective interaction and communication with individuals of diverse social and economic backgrounds
- Analyze situations accurately and adopting an effective course of action
- Organize work for maximum efficiency
- Effectively communicate complex and technical concepts orally and in writing to variety of audiences in a clear, effective, and professional manner
- Attend to details while keeping big-picture goals in mind and creative problem-solving skills
- Work on several projects or issues simultaneously
- Consistently meet deadlines
- Add, subtract, multiply, and divide with accuracy; compute rate, ratio, and percent; and create graphs and charts

Licenses, Certifications and Other Requirements:

- Valid State of Washington Driver's License; and a driving record which meets the City's requirements
- Congress for The New Urbanism (CNU-A), preferred
- American Institute of Certified Planners (AICP), preferred
- Completion of position-relevant background check