



Human Resources
38624 SE River Street
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Position: Senior Planner
Reviewed: March 2026

POSITION DESCRIPTION

Title: Senior Planner
Classification: Union
Grade: 7
Representation: Represented-Teamsters Local 763
FLSA: Non-Exempt
Pay Type: Hourly
Pay Rate: Hourly Range (\$45.26 - \$61.10)
Benefits: Medical, Dental, Vision, Life, 100% premium paid by employer for employee and dependents; WA State Retirement DRS and DCP; HRA employer contribution; Vacation and Sick Leave per accrual schedule; Holiday Pay; Floating Holidays. Benefits per Collective Bargaining Agreement.

Reports to: Community Development Director
Supervises: None

EQUITY STATEMENT

The City of Snoqualmie strives to be a diverse workforce that is representative of the community we serve. We value a variety of perspectives and life experiences and encourage people of all backgrounds to apply. Applicants are considered for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability, veteran status, genetic information, or any other protected status under federal, state and local laws. We believe diversity and inclusion among our teammates is critical to the success of our City operations.

SUMMARY

This is a union position under the general supervision of the Community Development Director. The incumbent performs a wide range of advanced professional land use and environmental planning duties. Responsibilities include supporting major long-range planning initiatives and policy development efforts such as preparation and implementation of the Comprehensive Plan, development regulations, subarea plans, and strategic planning initiatives, while ensuring compliance with the Growth Management Act (GMA), State Environmental Policy Act (SEPA), and Shoreline Management Act (SMA).

The position also involves oversight and coordination of development review activities and land use and environmental permitting for complex current planning projects. Work requires the application of well-developed analytical, research, and writing skills in areas including site planning, subdivision design, urban design, environmental planning, and related land use disciplines.

Assignments frequently involve complex and sensitive issues requiring negotiation, independent judgment, and collaboration with multiple stakeholders. The Senior Planner works closely with citizens, applicants, elected officials, representatives from other agencies and jurisdictions, community organizations, and developers.

Excellent written and verbal communication skills are required due to frequent preparation of technical reports and presentations before the Planning Commission, City Council, and the public. Work is performed under established deadlines and often requires attendance at public meetings and hearings, many of which occur during evening hours.

ESSENTIAL FUNCTIONS

Advanced Current Planning & Development Review

- Reviews and processes complex development proposals requiring City approval, including variances, conditional use permits, design review applications, subdivisions, SEPA determinations, Shoreline Substantial Development permits, annexations, and other discretionary land use approvals.
- Leads and coordinates assigned land use applications through technical review, public hearing, decision, and implementation stages.
- Reviews land use applications, development proposals, and site plans for compliance with City codes, development regulations, adopted policies, and applicable state laws.
- Performs planning review of building permits to ensure consistency with zoning regulations, development standards, and previously approved discretionary permit conditions.
- Participates in negotiation of mitigation measures, permit conditions, and development agreements for project proposals involving discretionary review.
- Coordinates development review activities with other City departments, the City Attorney, consultants, and external regulatory agencies. These duties are not inclusive of all duties, and as such, this position may perform other duties as assigned.

Public Process, Hearings & Decision-Making Support

- Prepares professional staff reports, recommendations, and supporting analyses for review and decision by the Planning Commission, City Council, and Hearing Examiner.
- Attends and participates in Planning Commission, City Council, and other advisory board or commission meetings and public hearings.
- Presents planning analyses and recommendations at public meetings and hearings and responds to questions from elected officials, appointed bodies, and the public.
- Provides clear and accurate information to property owners, developers, permit applicants, real estate professionals, public officials, and community members regarding land use regulations, development processes, and planning policies.

Long-Range Planning & Policy Development

- Conducts research, compiles data, and prepares reports and policy recommendations on urban planning issues including land use, transportation, economic development, urban design, and environmental planning.
- Assists in preparation, amendment, and implementation of the Comprehensive Plan, subarea plans, functional plans, and other long-range planning initiatives.
- Reviews planning studies prepared by staff, consultants, applicants, and partner agencies for consistency with City goals and policies.
- Assists the Community Development Director in the development and revision of ordinances, development regulations, and planning policies to implement new legislation, regulatory requirements, and planning initiatives.

Interdepartmental Coordination & Stakeholder Engagement

- Represents the department at public meetings, community forums, and meetings with partner agencies, developers, and civic organizations.

- Provides technical expertise and planning guidance to City staff, appointed boards, and elected officials on planning principles, development regulations, and land use issues.
- Coordinates planning projects and development review activities with internal departments, consultants, and external agencies.
- Assists in improving departmental procedures, workflows, and information systems to support efficient service delivery and public access to planning information.

Grant Administration & Program Management

- Performs professional grant administration functions including researching funding opportunities, preparing grant applications, and presenting funding proposals to federal, state, and other external funding agencies.
- Administers grant-funded programs and projects, including coordinating grant activities, monitoring implementation progress, ensuring compliance with grant agreements and regulatory requirements, maintaining program documentation, and preparing required financial and performance reports.
- Serves as lead project manager on assigned grant-funded initiatives and provides guidance and technical direction to less experienced staff members.

Environmental & Regulatory Program Support

- Supports program activities related to Federal Emergency Management Agency (FEMA) floodplain management and flood hazard mitigation.
- Ensures compliance with applicable environmental regulations and regulatory frameworks including SEPA and shoreline management requirements.

Budget, Consultant & Project Management

- Assists the Community Development Director in preparing and monitoring the departmental budget.
- Develops consultant scopes of work, budgets, and task orders for planning studies and projects.
- Manages consultant contracts and oversees consultant performance related to planning and development projects.

Emergency Response & Organizational Support

- May serve the City in a support role during emergency response operations or disaster recovery activities.

Other Duties

- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience

- Bachelor's degree in Urban or Regional Planning, Landscape Architecture or a closely related field.
- Five years of municipal planning related experience, with at least three years in an associate planner position.
- Or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities will be considered qualifying.

Licensing and Certification:

- Valid Washington State Driver's License with driving record free of serious or frequent violations
- American Institute of Certified Planner, AICP desirable

Knowledge, Skills, and Abilities

- **Land Use Planning & Regulatory Compliance**
Advanced knowledge of land use planning principles, zoning regulations, subdivision regulations, shoreline management, and environmental review requirements. Ability to interpret and apply municipal codes, development regulations, and state laws including SEPA and related regulatory frameworks.
- **Development Review & Project Management**
Ability to manage complex development proposals and discretionary land use applications from initial submittal through review, public hearings, decision-making, and implementation. Skilled in coordinating multi-departmental review processes and ensuring projects meet regulatory and policy requirements.
- **Public Process & Hearing Procedures**
Knowledge of quasi-judicial and legislative public processes, including Planning Commission, Hearing Examiner, and City Council procedures. Ability to prepare professional staff reports, present technical information clearly, and respond effectively to questions from decision-makers and the public.
- **Long-Range Planning & Policy Development**
Ability to conduct planning research and analysis and develop policy recommendations related to land use, transportation, economic development, environmental planning, and community development. Experience assisting with Comprehensive Plan updates, subarea plans, and development regulation amendments.
- **Grant Administration & Program Management**
Knowledge of grant funding processes including identifying funding opportunities, preparing grant applications, and administering grant-funded programs. Ability to monitor grant compliance, maintain documentation, coordinate program implementation, and prepare required financial and performance reports.
- **Interagency Coordination & Stakeholder Engagement**
Ability to establish and maintain effective working relationships with City departments, consultants, regulatory agencies, elected officials, developers, and the public. Skilled in facilitating collaboration and resolving complex planning and development issues.
- **Technical Analysis & Problem Solving**
Strong analytical and research skills with the ability to evaluate development proposals, assess regulatory compliance, and develop practical solutions to planning challenges.
- **Communication & Professional Representation**
Strong written and verbal communication skills with the ability to prepare technical reports, present information to public bodies, and represent the department in meetings with stakeholders, community groups, and partner agencies.
- **Program Administration & Organizational Support**
Ability to assist in departmental budgeting, manage consultant contracts and scopes of work, and support departmental initiatives and operational improvements.
- **Other Skills**

Ability to be coachable and open to feedback, collaborate effectively with others on a regular basis, and can demonstrate strong accountability for their work and responsibilities. They can contribute positively within a team environment while also working independently with minimal oversight, completing tasks reliably without the need for frequent reminders.

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office or conference room setting as well as outdoors. A moderate amount of travel is involved in site visits and related activities. Incumbent is exposed to occasional inclement weather and the normal transportation activity such as high noise levels, moving vehicles and machines, dust and mud. Work requires some exertion such as climbing and walking over rough surfaces and loose materials, crouching, stooping, bending, and reaching, and occasional lifting of up to 50 pounds. Requires average physical agility and dexterity. Sitting, standing, and reaching is regularly required. Hand-eye coordination and fine manipulation skills are necessary to operate computers and office equipment. Specific vision abilities required by this position include close vision, distance vision, color vision to perform reviews of plans. Good listening skills are required.