



Human Resources
38624 SE River Street
PO Box 987
Snoqualmie, WA 98065
Office: 425-888-1555
www.snoqualmiewa.gov

Position: Associate Planner
April 2023

POSITION DESCRIPTION

Title: Associate Planner
Classification: Union
Grade: N/A
Representation: Represented-Teamsters Local 763
FLSA: Non-Exempt
Pay Type: Hourly
Pay Rate: Monthly Range (\$6,520 to \$7,774) | Hourly Range (\$37.61 to \$44.85)
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

SUMMARY:

A union position under the direction of the Community Development Director. A position in this classification performs junior-level professional urban planning work. Work involves activities in support of major planning projects such as in preparation of the Comprehensive Plan, general long range planning issues, current planning, permit processing, and assisting with SEPA administration. This work requires the application of well-developed written and analytical skills in urban design, land use, code enforcement, transportation, economic development, and other subjects related to planning. Issues are often highly sensitive and may require direct contact with the citizens, elected officials, and officials from other jurisdictions, other City Administrators and community leaders. Incumbents must be able to communicate effectively and diplomatically. Work is performed under deadlines and requires attendance at public meetings and hearings, many of which are held in evening hours.

ESSENTIAL FUNCTIONS:

- Independently performs junior level planning and community development duties based on professional standards and established policies, guidelines and procedures.
- Performs the mid-level aspects of urban planning work either in long range policy or current planning, with increased independence. Work is performed under guidance and direction from Director or more experienced planners. Highly complex or sensitive issues are referred to higher level planners or directors.
- Assists in conducting analysis of development proposals for conformance with development regulations and the Comprehensive Plan and in the preparation of planning reports.
- Assists in the revision of ordinances to implement new concepts, legislation, or policies.
- Assists with the continual improvement of internal procedures, operations, and base data compilation and maintenance. Provides information to property owners, investors, real estate developers and other interested parties pertaining to land use applications, ordinances, codes and related planning information.

- Attends, as requested by the Community Development Director and/or the Mayor, City Council, Planning Commission meetings and public hearings, makes public presentations at the meetings, and responds to questions and comments.
- Perform plat reviews, sign reviews, and design review.
- Assists in the preparation of City census, coordination of planning efforts with other government jurisdictions, and implementation of grant programs such as FEMA grants.
- May serve as a member of various staff committees.

These duties are not inclusive of all duties, and as such, this position may perform other duties as assigned.

QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Urban Planning or a closely related field and 1-2 years municipal planning experience; or any combination of education and experience which would provide the desired skills, knowledge and ability required to perform the job.

Licensing and Certification:

- Valid Washington State Driver's License with driving record free of serious or frequent violations.

Knowledge, Skills, and Abilities:

Knowledge of:

- Local planning, zoning, and development codes and municipal government procedures.
- Planning-related legislation, principles, standards, regulations, policies, and techniques in the field of municipal land use planning, including areas such as land use, transportation, environmental impact, or other related areas.
- Grant programs.
- Research methods and ability to compile and analyze original data.
- Cartography and graphic design

Ability to:

Analyze information and formulate findings and recommendations clearly and concisely.

- Work in a team and independently.
- Operate a personal computer and applicable software.
- Express ideas clearly and concisely orally and in writing to individuals and to groups.
- Establish and maintain effective working relationships with Mayor, City Council, City Administrator, all levels of staff, City Boards and commissions, property owners, developers and the general public.
- Make decisions in a timely manner.
- Work independently with little or no supervision and prioritize work to meet deadlines.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office or conference room environment setting. Work involves sitting for prolonged periods of time, walking, talking, hearing, using hands to handle, feel or operate objects, tools or controls and reach with hands and arms. Job involves visits to project sites and travel to meetings away from the worksite. Vision abilities required by this position include close vision and the ability to adjust focus. Hand-eye coordination and fine manipulation skills are necessary to operate computers and office equipment. Good listening skills and occasional lifting of up to 20 pounds. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.