



PLANNER JOB DESCRIPTION

Job Title: **Planner**

Job Code: **PP140**

Pay Grade: **123**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **October 2007**

NATURE OF WORK

Under general supervision, performs a variety of skilled professional planning functions on behalf of the Lewis County Planning Division; provides customer service to the public; reviews permit applications and development proposals; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates and conducts various types of mid-level planning activities involving current and long-range land use planning, environmental review, and regulatory compliance with the Growth Management Act.
- Conducts planning research and analysis; provides recommendations regarding proposed land use policies and official controls.
- Interacts and coordinates with County departments, land use consultants, outside agencies, landowners, and other relevant parties regarding planning related matters.
- Responds to planning inquiries and requests for information received via telephone, facsimile, email, and at the public counter; explains planning and permitting processes.
- Reviews permit applications and/or development proposals for compliance with applicable regulations.
- Approves, denies, or provides alternative recommendations regarding applications submitted.
- Works with property owners, violators, Code Enforcement Officers, and the County Prosecutor's Office to correct and resolve violations in code.
- Serves as Chief Clerk of the Boundary Review Board; researches and reviews annexation proposals; provides related advice and recommendations.
- Coordinates and performs special planning projects as assigned.
- Prepares and maintains a variety of planning records, reports, and documentation.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and in the field when conducting site inspections; work involves occasional exposure to variable weather conditions and uneven terrain; subject to sitting, standing, and walking.

DISTINGUISHING CHARACTERISTICS:

This is a mid-level position in the Planner job series. Incumbents have acquired necessary technical planning knowledge and skills and are granted greater independence as further experience is gained.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Urban Planning, Regional Planning, or a closely related field; AND one (1) year public planning experience.

A valid Driver's License is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Principles and practices of planning.
- Planning policies, procedures, and processes.
- Regulations and codes governing planning activities.
- Planning records, reports, and documentation.

Skills in:

- Coordinating and performing a variety of professional planning functions.
- Responding to planning inquiries and providing customer service to the public.
- Reviewing permit applications and development proposals for regulatory compliance.
- Establishing and maintaining effective working relationships with other staff, County departments, property owners, outside agencies, and the general public.
- Communicating effectively verbally and in writing.