

**CITY OF AUBURN**  
**invites applications for the position of:**  
**Planner**



25 WEST MAIN STREET  
AUBURN, WA 98001  
HUMAN RESOURCES: 253-931-3040  
JOBLINE: 253-931-3077  
TTY: 253-288-3139

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**SALARY**

Monthly  
\$5,281.10 - \$6,491.68

**OPENING DATE:** 12/17/14

**CLOSING DATE:** Continuous

**DEPARTMENT:** Community Development & Public Works

**POSITION  
DETAILS:**

This is professional work in municipal planning; supporting community development, permit processing and business licensing. Tasks may include any of the following and are assigned as needed: preparing community development related studies and reports; researching and interpreting data; developing land use plans and zoning regulations; processing land use applications and permits; assisting in the administration of human services and CDBG programs; business license processing and Planning Department review; permit and project review, processing land use and business license approvals, responding to requests for information, special projects; conducting assigned studies; providing customer service and planning expertise at the Permit Center.

**PRIMARY DUTIES**

\*Reviews development applications for conformance with City policies and land use regulations, including zoning and subdivision codes, critical area regulations and related standards, develops recommendations and prepares staff reports and makes presentations to appropriate advisory or decision-making body,

\*Prepares and/or reviews environmental checklists and environmental impact statements.

\*Performs a wide variety of comprehensive and neighborhood planning activities; including collecting and analyzing socio-economic data and other community development trends; Makes recommendations as warranted and prepares related studies and reports.

\*Assists in the administration of Community Development Block Grant and other human services programs including maintenance of accurate and complete records, and preparation of reports to the U.S. Department of Housing and Urban Development.

\*Serves as "frontline" developmental services staff handling and processing appropriate applications and permits.

\*Provides information on standards, processes and status to property owners,

developers and the public.

\*Identifies and recommends improvements to permit process.

Manages and administers the City business license program. Conducts necessary Planning Department review for new license applications.

\*Attends meetings and provides data, reports and recommendations, to City boards and commissions, Hearing Examiner, City Council and the public; May be required to work evenings and weekends.

\*Assists in providing staff support to city boards and commissions.

\*Coordinates planning and project activities with other staff, City departments, county and state agencies, interest groups and City Committees.

\*Prepares and evaluates annexation applications.

\*Undertakes work on special plans and studies, as assigned.

\*Assists in reviewing and formulating recommendations of human services and/or Community Development Block Grant (CDBG) funding requests.

\*Assists in preparing and administering human service and CDBG contracts.

\*Maintains current knowledge of pertinent Federal, State and local laws, codes and regulations related to planning and community development including, but not limited to, the State Growth Management Act, and State and National Environmental Policy Acts (SEPA and NEPA), and annexation statutes.

\*Maintains current knowledge of human services planning, including trends in funding and service delivery, grant and contract administration, federal and state funding sources and related regulations.

\*Works effectively with other City departments, and county, state and federal agencies, providing a high level of customer service.

\*Works effectively with citizen committees, elected officials, ad-hoc citizen groups and the general public on matters related to planning and community development, providing a high level of customer service.

\*Responds to public inquiries regarding Department responsibilities.

\*Prepares clear and concise written communication, including reports and correspondence, and makes clear and concise oral presentations, sometimes involving negotiation and persuasion.

\*Operates computers requiring word processing, spreadsheet and data input applications.

\*Regular, reliable and punctual attendance

\*Due to internal and external customer service needs, incumbent must be able to work a full time schedule, on-site (appropriate City work sites).

\*Works effectively under pressure and with frequent interruptions.

\*Completes work and projects in a thorough and timely manner.

\*Understands and follows directions from supervisor, posted work rules and procedures.

\*Works courteously and effectively with public officials, citizens, contractors, vendors, developers, supervisor, and other employees, both in person and over the telephone; assisting them with a wide variety of information pertaining to City and department.

May manage and oversee consultant work; may supervise para-professional staff in the preparation of special studies, graphic material and data preparation.

May apply for, prepare, and administer grants related to community development.

\*Shows initiative in performing job functions.

\*Performs related work as required.

\* = Primary function. Others may be assigned on an individual position basis.

**MINIMUM  
QUALIFICATIONS**

Four-year college degree in urban planning or related field plus two years of professional planning or planning related experience; OR Master's degree plus one year of professional planning or planning related experience. AICP certification preferred.

**ADDITIONAL  
INFORMATION**

Works indoors in a clean, climate-controlled workspace. Required to sit, talk, and hear; frequently required to use hands-to-finger, feel or handle writing utensils, computers and office supplies which require repetitive arm, wrist and hand movement. Occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend or crawl. Specific vision abilities include close, distant, color, and peripheral vision, depth perception and to adjust focus. The employee is occasionally required to lift or move up to 20 pounds. May visit sites that require walking on uneven, rocky, or rough ground. Position requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment. Employee is required to maintain confidentiality of information within the department. The employee may be required to deal with irate, individuals in difficult customer service situations, requiring the use of conflict management skills. Employee is frequently required to perform work in confidence and under pressure for deadlines, and is required to maintain professional composure and tact, patience and courtesy at all times.

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**Planner Supplemental Questionnaire**

- \* 1. Your application materials will be evaluated against the posted minimum and preferred qualifications. Please be sure your general application clearly reflects the posted qualifications. Do you have a four year degree in urban planning or a related field plus a minimum of two years of professional planning or planning related experience?
- ☐ Yes   ☐ No
- \* 2. OR Do you have a Masters Degree in urban planning or a related field plus a minimum of one year professional planning or planning related experience?
- ☐ Yes   ☐ No
- \* 3. Do you have an AICP certification?
- ☐ Yes   ☐ No

- \* 4. In addition, applicants will be evaluated against the following areas. You need to address these areas in order to receive maximum credit for your experience and training. Please limit your response to each question to no more than 250 words. Explain your experience coordinating interdepartmental review of planning, policy, and zoning issues.
- \* 5. Describe your experience with working with demographic data and with monitoring grants contracts.
- \* 6. Describe your experience in working with comprehensive plans and zoning codes.
- \* 7. Describe your experience working on human services issues.
- \* 8. Describe your experience in making presentations to committees, City Councils and the public. Include the topics covered, size of audience and how often you make presentations.
- \* Required Question