



WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
Phone: (509) 524-2600 □ Fax: (509) 524-2603



EMPLOYMENT OPPORTUNITY

Community Development Department

Position: Senior Planner
Salary Range: \$6,248.67 to \$9,184.93 monthly; Starting Salary DOQ, DOE
Location: Community Development Department
Employment Type: Full-time (40 hours/week); FSLA nonexempt
Courthouse Union, Benefits Apply

Open Until Filled

Full Time Benefits Include: • County pays \$1,500 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members • Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS) • HRA Vebe account: Employer contribution may apply • Wellness program • Access to MetLife Pet Insurance • Deferred compensation plans offered • Twelve paid holidays annually • Vacation accrual based on seniority (see Union Contract) • Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](http://www.walla-walla.co.us) for detailed benefits information.

Brief Duties and Responsibilities:

Perform complex current and long-range land use planning, review development proposals and plats, assists with code enforcement, and other related work. Work is performed under the policy and administrative guidance of the Community Development Director and Deputy. Serves as a key assistant to the Director in administering the County's development regulations and land use planning. Position supports and assists the Director and Deputy Director in the overall administration, management, planning, organizing, and staffing of the planning section and is involved in the development, enforcement, and implementation of policies, procedures, and standards for the planning division. Areas of responsibility include report management, permit processing, land use project review, leading meetings, presenting at public hearings and meetings, public outreach, floodplain administration, site development reviews, long-range planning, environmental review, and natural resources.

Supervisory Responsibilities: Supervision of Associate and Assistant Planners, Planning Technicians, and planning interns in the absence of the Director and Deputy

Working Environment/Physical Abilities: Work typically performed in an office setting; however, field inspection and site visits are necessary as well as travel for meetings, etc. Required to sit and/or stand for extended periods of time. Require sufficient hearing and speech ability to communicate verbally. Require manual dexterity and visual acuity to operate a computer, telephone, and peripherals.

Minimum Qualifications: Education And Experience: Bachelor's degree in Planning, Geography or an associated field. Five (5) years of relevant experience which provides a familiarity with Washington State land use controls, comprehensive plans, economic development, environmental regulations, and mapping techniques.

Licenses And Other Requirements: AICP certification and CFM certification preferred. Must successfully pass a background check and a driving record check. Valid driver's license required. Must have the ability to attend meetings, training workshops outside of regular work hours.

For Application: Application, resume, and cover letter required. Job description is available on our website at www.co.walla-walla.wa.us where you can apply online.

SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEWS.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT



GENERAL INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

EMPLOYMENT

ELIGIBILITY LISTS: Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

Mailing Address:
Human Resources/Risk Manager
P. O. Box 1506
Walla Walla, WA 99362

Human Resources/Risk Manager
314 W Main Street, 2nd Floor
Walla Walla, WA 99362
Phone: (509) 524-2600
Fax: (509) 524-2603
Web site: www.co.walla-walla.wa.us

**Walla Walla County
Position Description**

JOB TITLE: Senior Planner

DEPARTMENT: Community Development

REPORTS TO: Community Development Deputy Director

PAY GRADE: 8, Full-time (40 hours/week), Benefits Apply, Courthouse Union

JOB SUMMARY: Perform complex current and long-range land use planning, review development proposals and plats, assists with code enforcement, and other related work. Work is performed under the policy and administrative guidance of the Community Development Director and Deputy. Serves as a key assistant to the Director in administering the County’s development regulations and land use planning. Position supports and assists the Director and Deputy Director in the overall administration, management, planning, organizing, and staffing of the planning section and is involved in the development, enforcement, and implementation of policies, procedures, and standards for the planning division. Areas of responsibility include report management, permit processing, land use project review, leading meetings, presenting at public hearings and meetings, public outreach, floodplain administration, site development reviews, long-range planning, environmental review, and natural resources.

SUPERVISORY RESPONSIBILITIES: Supervision of Associate and Assistant Planners, Planning Technicians, and planning interns in the absence of the Director and Deputy.

ESSENTIAL FUNCTIONS:

- Completes land use, environmental, and development proposal review, serving as lead for complex current planning and permitting projects and providing advice and recommendations to the Director and Deputy.
- Assigns, reviews, and evaluates work of other county planners and other department staff.
- Compiles, analyzes, modifies, and illustrates a variety of economic, social, and physical factors consistent with state and county laws, ordinances, and the county comprehensive plan.
- Serves as the lead technical responsibility, under the policy and administrative guidance of the Community Development Director and Deputy Director, for work on assigned planning and permitting projects and for coordinating efforts with other county departments, the Planning Commission, the Hearing Examiner, the Board of County Commissioners, and the general public.
- Functions as a member of the Planning and Community Development team, working closely with the Director, Deputy Director, and the building and code compliance divisions to guide and help coordinate current and long-range planning projects, and day-to-day activities in accordance with the County's and Department's goals and policies.
- Coordinates and performs technical planning functions, including meetings with property owners and development professionals on building permits, land use applications, environmental policies, codes, ordinances, and regulations; ensures that projects and planning programs are administered in a manner consistent with the County and Department goals, policies, and regulations; prepares reports and recommendations.

- Provides technical and procedural assistance in a clear, concise, and professional manner to the general public and development professionals for all applicable codes, ordinances, and regulations involved in the permit process; assistance may be given at the front counter, in small groups, by phone or video conference, or by email.
- Coordinates land use applications through review, recommendation, documentation, decision preparation, review by other departments and agencies, and permit issuance.
- Performs zoning and critical area review of building permits and development of code interpretations.
- Advise Director and Deputy on executing county policy and codes to be consistent with local, state, and federal laws.
- Director and/or Deputy may delegate planning-related administrative determinations to the Senior Planner when they are unavailable.
- Oversee resolution of inquiries, problems, complaints, or emergencies affecting the delivery or quality of planning services.
- Support and model the identified vision, values, and behaviors of the Department.
- Ability to interpret and apply laws and regulations in land use planning.

EXAMPLE OF DUTIES:

- Provides technical and procedural assistance in a clear, concise, and professional manner to the general public and development professionals for all applicable codes, ordinances, and regulations involved in the permit process; assistance may be given at the front counter, in small groups, in public meetings, by phone or video conference, or by email.
- Coordinates complex land use applications through review, recommendation, documentation, decision preparation, review by other departments and agencies, and permit issuance.
- Reviews building permits.
- Assists and/or leads land use code compliance investigations and cases.
- Recommends county ordinances and regulations to control and guide development and land use policy in the county.
- Provides leadership and supervision for assigned research and planning projects, which may include grant writing and administration.
- Coordinates and provides liaison with federal, state, and local agencies, advisory and special interest groups, and the public.
- Represents the County and this department before various agencies and citizen groups.
- Prepare well-written and technically accurate staff reports and related documents that explain the policy and regulatory basis for land use decisions and effectively present complex technical concepts for the understanding of lay persons and a variety of stakeholders/customers.
- Develop improved, efficient, and standardized procedures.
- Read and interpret maps, plans, construction drawings, and property descriptions, and utilize architectural and/or engineering scales.
- Perform other duties as assigned.

EQUIPMENT TO BE USED: Various types of materials and equipment are used: local, county, state, and federal codes, digital and paper records, building and area maps, statistical and legal documents and information, construction documents and specifications, professional literature, architectural drawings, mass communications, audiovisual aids, graphics, telecommunications, computer, and GIS.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Work typically performed in office setting; however, field inspection and site visits are necessary as well as travel for meetings, etc. Required to sit and/or stand for extended periods of time. Require sufficient hearing and speech ability to communicate verbally. Require manual dexterity and visual acuity to operate a computer, telephone, and peripherals.

KNOWLEDGE AND ABILITIES:

- Ability to read, analyze, and interpret complex codes and documents. Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to establish and maintain effective working relationships with employees, public and private officials, and the general public.
- Ability to speak before groups expressing ideas effectively and ability to listen effectively and to represent the county in a professional manner at public meetings and on controversial issues.
- Extensive knowledge of the concepts, principles, and practices of planning, project management, public outreach, and community development with knowledge in related planning areas sufficient to coordinate with other planners, building division and code compliance staff and other departments, as well as external agencies.
- Proficient with personal computers, particularly word processing, permit tracking software, website management, GIS, data management, and computer-generated presentations.
- Extensive knowledge of land use concepts and impact of sociological, demographic, and other factors influencing land use.
- Knowledge of statistical methods.
- Must be able to use initiative and independent judgment within established procedural guidelines and County regulations and policies and have the ability to supervise and direct others and to work independently with other agencies, citizen groups, etc.
- Detailed knowledge of federal and state laws including the Growth Management Act, Land Use Petition Act, Shoreline Management Act, State Environmental Policy Act, Regulatory Reform Act, the National Flood Insurance Program, and other related laws.

EDUCATION AND EXPERIENCE: Bachelor's degree in Planning, Geography or an associated field. Five (5) years of relevant experience which provides a familiarity with Washington State land use controls, comprehensive plans, economic development, environmental regulations, and mapping techniques.

LICENSES AND OTHER REQUIREMENTS: AICP certification and CFM certification preferred. Must successfully pass a background check and a driving record check. Valid driver's license required. Must have the ability to attend meetings, training workshops outside of regular work hours.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.