



City of Port Angeles

Internal/External Recruitment Announcement

**Opens:
January 29, 2024**

**Closes:
February 16, 2024**

Department of Community and Economic Development

ASSOCIATE PLANNER

NATURE OF WORK:

Under general direction, performs professional planning work including land use and environmental reviews; comprehensive land use planning; and staff assistance at public hearings and meetings.

ESSENTIAL JOB FUNCTIONS:

- Reviews and analyzes development applications; administers land use and environmental regulations, including the Zoning Code, the Subdivision Ordinance, the State Environmental Policy Act, the Shoreline Management Act, and other related standards. Prepares and presents staff reports and recommendations on planning issues.
- Assists in the preparation of the Comprehensive Land Use Plan, the Shoreline Master Program, the Zoning Code, the Subdivision Ordinance, and other related plans and growth management development regulations.
- Acts as staff liaison to the Planning Commission, Board of Adjustment, and community groups, including preparation of meeting agendas, packets, and minutes.
- Coordinates planning activities with other departments or agencies and with the general public. Provides information to the public by phone, letter, internet, or in person on policies related to planning issues.
- Performs research and analytical studies on various planning issues. Assists in the preparation of grant applications.

SALARY:

\$36,473 - \$43,559/ hour (\$75,863.84 - \$90,602.72 annually) plus excellent benefits.
AFSCME Local 1619 Represented Position.

QUALIFICATIONS:

Education:

- Graduation from a four-year college or university with a degree in planning, urban studies, or a closely related field.

Experience:

- Four years of professional planning experience. An equivalent combination of experience and education may be substituted.
- Possession of a valid Washington State driver's license at the time of appointment, or the ability to acquire one within thirty (30) days, and a driving record acceptable to the City's Human Resources Manager.

The ideal candidate will possess the following:

- Knowledge of principles, practices, research methods, and analytical techniques involved in current and long range urban planning.
- Knowledge of Washington State Growth Management Act, State Environmental Policy Act, Shoreline Management Act, municipal land use and development ordinances, zoning regulations, subdivision regulations, and other related public agency rules and procedures.
- Knowledge of public hearing, meeting, and other review processes.
- Knowledge of operation of personal computer software related to community development and planning.
- Ability to provide excellent customer service through effective communications with citizens, the development industry, regulatory agencies, and other public agencies and through efficient organization of work to meet deadlines and budget constraints.
- Ability to review and analyze development applications.
- Ability to understand and administer laws and other regulations related to urban planning.
- Ability to establish and maintain effective working relationships with elected and appointed officials, co-workers, applicants, and the general public in a courteous and tactful manner.
- Ability to perform technical analysis and research and make recommendations on a variety of planning issues.
- Ability to prepare and present verbal and written reports clearly and concisely.
- Ability to communicate, read, write and understand English at a level necessary for efficient job performance.

To Apply:

Apply online at www.cityofpa.us. Please complete the online application and attach a letter of interest and resume. Recruitment window closes **February 16, 2024, at 5:00 pm.**

Selection Process:

Applicants will be evaluated on the qualifications and related experience. Only those selected for an interview will be contacted.

Human Resources Office

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Port Angeles, WA 98362

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