



City of Spokane Valley
Employment Opportunity
Position: Associate Planner

ABOUT THE CITY: Spokane Valley is a city with a population of approximately 109,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination. Spokane Valley is a high-performing organization and employs the use of best practices. We are a workforce based upon loyalty, accountability, and professionalism. We place a high value on customer service and take a team-oriented, collaborative approach to the way we do business. If working for a fast-paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful and rewarding, we urge you to apply.

ABOUT THE POSITION: Spokane Valley is seeking a highly qualified and enthusiastic employee to serve our City as a regular, full-time Associate Planner. The ideal candidate will have exceptional professional skills and a strong desire to provide superior service and leadership to both internal and external customers.

SELECTED EXAMPLES OF DUTIES: Develops and takes part in the preparation of reports and plans for zoning, planning, environmental reviews, and development of land and projects within the City. Develops and prepares planning reports and supporting data, including recommendations for various land use proposals for the compilation and analysis of planning data and research. Takes part in processing Comprehensive Plan amendment petitions, development permits, land subdivisions, and other land use permit applications. Participates in public hearings, meets with and addresses various groups to explain the objectives, plans and studies of the City to solicit public input. Provides technical and professional advice, makes presentations to the boards, commissions, civic groups and the general public as needed and assigned. Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings. Prepares and writes grant application components relating to geographics, maps, plats, site plans, etc. Responds to local citizens inquiring about local planning and zoning regulations and ordinances. May perform other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS: **Education and Experience:** High School diploma or G.E.D, supplemented by four years of post-secondary college or technical training in land use planning, urban planning, landscape architecture, or closely related field, plus five (5) years of related experience. An equivalent combination of education or experience may be considered. **Necessary Knowledge, Skills and Abilities:** Considerable knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement. Extensive knowledge of planning programs and processes. Skill in the area of drafting and designing, as well as working knowledge of personal computers. Ability to establish effective working relationships with customers, fellow employees, staff in other agencies and the general public; ability to communicate effectively, verbally and in writing; ability to work under stressful conditions and with frequent interruptions. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS: Must possess a valid State driver's license or have the ability to obtain one prior to employment. Successful completion of a background check, including a criminal history check, is a requirement of employment at Spokane Valley.

SALARY: Salary range is \$6,055.11 - \$9,395.29 per month (Grade 15) DOQ plus excellent benefit package. This is a represented FLSA exempt position.

BENEFITS: Health benefits are provided through the Association of Washington Cities Employee Benefit Trust. The City currently provides medical, dental, life, long term disability, vision, health reimbursement account contributions and Employee Assistance benefits. Holiday, vacation, and other paid leave are provided. The required retirement system of the City is Washington Public Employee's Retirement System (PERS) which requires an employee contribution. The City does not participate in Social Security. However, the City has adopted an MissionSquare 401(A) Social Security substitute plan with the same contribution rates as FICA.

TO APPLY: Interested and qualified people are invited to submit a complete City application, résumé, cover letter and list of five (5) work-related references (name and phone number) via our online application system at [Online Application System](#)

APPLICATION DEADLINE: Apply Immediately. Posted December 12: 2024. Recruitment open until filled.

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.
We are an Equal Opportunity Employer*

PLEASE POST

10210 E. Sprague Ave • Spokane Valley, WA 99206 • Ph: (509) 720-5000 • Fax: (509) 720-5090