

## CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Planner  
Department: Community & Public Works  
Division: Planning/Building  
Date: March 1, 2023

Job Code Number: 340  
Grade Number: 14  
FLSA Status: Exempt  
Location: City Hall

### GENERAL PURPOSE

The Planner position performs professional work in the city's Planning Division. This is a professional planning position responsible for a variety of projects, including, processing land use applications such as short subdivisions, boundary line adjustments, long subdivisions, SEPA applications, and other land use entitlement applications.

### SUPERVISION RECEIVED:

Works under the general supervision of Planning Manager.

### SUPERVISION EXERCISED

None generally. May supervise part-time or temporary employees or volunteers, as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the development and preparation of reports and plans for zoning, planning, environmental reviews, and development of land and projects within the city.

Prepares planning reports and supporting data, including recommendations or various land use proposals for the compilation and analysis of planning data and research.

Aids senior staff in the development and processing Comprehensive Plan amendment petitions.

Reviews and develops land use development permits, land subdivisions, and other land use permit applications; participates in public hearings in the course of administering City regulations related to these activities.

Monitors planning activities of neighboring jurisdictions; coordinates work with other affected agencies; assists in the development of regional plans, as assigned.

Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and long-range comprehensive plans, projecting trends, monitoring socio-economic data.

Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings.

Responds to local citizens inquiring about local planning and zoning regulations and ordinances.

Assists with the administration of long-range planning consultant contracts, as assigned.

#### PERIPHERAL DUTIES

Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.

Serves as a member of various staff committees as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

Assists other planning staff members as needed.

#### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field; and

(B) Two (2) years experience in planning; or

(C) An equivalent combination of education and experience may be considered.

Necessary Knowledge, Skills, Abilities, and Other Traits:

(A) Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; knowledge of planning programs and processes; Working knowledge of Personal Computers;

(B) Skill in the operation of the listed tools and equipment; and

(C) Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the public; ability to establish effective working relationships.

(D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as

practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

#### **SPECIAL REQUIREMENTS:**

Valid State Driver's License, or ability to obtain one.

#### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine; various graphic design tools.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:   
Human Resources Director

Approval:   
City Manager

Effective Date: March 7, 2023

Revision History: Established - May 13, 2003

Title Change - December 4, 2012