

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Associate Planner
Department: Community & Public Works
Division: Planning
Date: March 31, 2022

Job Code Number: 335
Grade Number: 15
FLSA Status: Exempt
Location: City Hall

GENERAL PURPOSE

The Associate Planner position performs professional work in the city's planning programs of the city related to the implementation of land use and related municipal plans and policies. This is a professional planning position responsible for a variety of complex projects, including writing and processing amendments to the development code and comprehensive plan, processing land use entitlement applications, environmental studies, and community development.

SUPERVISION RECEIVED:

Works under the general supervision of the Planning Manager.

SUPERVISION EXERCISED

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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 or various land use proposals for the compilation and analysis of planning data and research.

Develops and takes part in processing Comprehensive Plan amendment petitions, 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.

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 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.

PERIPHERAL DUTIES

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 bachelor's degree in land-use planning, urban planning, landscape architecture or a closely related field (Master's degree preferred); and

(B) Five (5) years experience in urban planning or related field; or

(C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills, Abilities, and Other Traits:

(A) Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; extensive knowledge of planning programs and processes; working knowledge of personal computers;

(B) Skill in the area of drafting and designing; skill in the operation of the listed tools and equipment.

(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. AICP certification preferred but not required.

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 Manager

Approval: _____
City Manager

Effective Date: March 31, 2022

Revision History: March 13, 2022 - Revised
 May 13, 2003- Established