



# Employment Opportunity

Kittitas County, Washington

**POSTED: 3/30/15**

**CLOSES: When Filled**

## **PLANNER II – LONG RANGE PLANNER**

The current vacancy in the Community Development Services Office is a full-time, non-union, exempt, benefited position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening of applications will commence on 4/6/15 and continue until a suitable candidate has been found.

**SALARY RANGE:** \$3653 - \$4810 per month

### **ESSENTIAL FUNCTIONS:**

#### **75% of time devoted to development, updating and implementing revisions to existing County Code and Comprehensive Plan to meet the State's requirements for GMA**

- Conduct research and analysis of land use issues for revisions to the County Code and Comprehensive Plan.
- Analyze planning issues for reports to the Planning Commission and Board of County Commissioners on long-range planning issues and other land development policies and standards.
- Research national, state, and local codes as they may pertain to implementing existing and potential County plans.
- Conduct necessary population projection and analysis for purposes of updating the Comprehensive Plan.
- Analyze land use data to assist in developing land use regulations and policies meeting the Growth Management Plan.
- Create ordinances pertaining to land use issues for the zoning, subdivision, and other pertinent codes.
- Coordinate with State of Washington on interpretations and application of the State Growth Management Act.
- Assists the public with interpretations of the Federal, State, and County development regulations and the County current and proposed Comprehensive Plan and process.
- Acts as the representative of the County in presenting long range planning issues and proposed solutions to those issues throughout the development of the Plan.

#### **25% time devoted to administration of the County's development regulations**

- Coordinate public meetings and hearings support to the Planning Commission, Hearing Examiner, and the Board of County Commissioners.
- Administer various local environmental and land use codes.
- Interpret land use codes and plans for the public and appointed or elected officials and advise them on the issues.
- Administer the development permit process for compliance to land use codes and plans.
- Inspect and enforce County development code requirements and violations in conjunction with the Prosecuting Attorney.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5<sup>th</sup> Ave Suite 107 • Ellensburg, WA 98926  
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- Create reports at the request of supervisors on land use issues of special concern.
- Coordinate as lead agency development review and approvals from public and private agencies.
- Assist the public with land use petitions or applications and review them for completeness.

**OTHER FUNCTION:**

- Performs any other planning functions as required within the Planning Division of the Department of Community Development Services

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Planning, Geography or Public Administration with 3 years experience in long range planning, OR 6 years equivalent experience as a Planner I or higher.
- Capabilities in research and analysis necessary to justify proposed long range planning goals, objectives and policies.
- Knowledge of the Growth Management Act and State amendment processes.
- Ability to express Comprehensive Plan process to decision makers and the public orally and in written form.
- Valid Washington State Driver's license.
- Experience in the operation of computers.

**PREFERRED QUALIFICATIONS:**

- Six or more years of long range planning experience.
- Experience in the operation of Geographical Information System (GIS).
- Experience in developing a comprehensive plan meeting the Washington State Growth Management Act.

**WORKING CONDITIONS:**

The Planner II position works the majority of the time within a normal office environment and also works outdoors over various field terrains. Regular attendance is required. There will be occasions in which a Planner II will be required to be present at meetings during evening hours.

**APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Letter of interest outlining your education and experience that qualify you for the position; 3) Resume; and 4) Three (3) professional references. **Please note: All applications must be submitted online; paper copies will not be accepted.**