



Employment Opportunity

Kittitas County, Washington

POSTED: 3/31/16

CLOSES: When Filled

PLANNER I

The current vacancy in the Community Development Services Office is a full-time, non-union, non-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 4/22/16 and continue until a suitable candidate has been found.

SALARY RANGE: \$3320 - \$4250 per month

ESSENTIAL FUNCTIONS:

Administration and enforcement of the County's development regulations, including zoning subdivision, land use regulation, and shoreline and critical areas regulations as directed by the Planning Official

- Administer various Federal, State, and Local environmental and land use codes.
- Administer the development permit process for compliance to land use codes and plans.
- Manage land use documents, digitize information, and utilize and operate various processing systems.
- Analyze planning issues for reports to the Hearing Examiner, Planning Commission, and Board of County Commissioners.
- Research national, state, and local codes pertaining to amendments to the County Code.
- Analyze land use data to assist in evaluation of land use regulations and policies.

Assist the public and staff with interpretations of the Federal, State, and County development regulations and the County Comprehensive Plan

- Answer questions from customers regarding Federal, State and County development regulations and the County Comprehensive Plan.
- Assist the public with land use petitions or applications and review them for completeness.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Planning, Geography, or Public Administration, and one (1) year of relevant work experience.
- Equivalent education and/or experience may be considered in lieu of a Bachelor's degree, subject to approval of the Planning Official.
- Must have a valid Washington State driver's license.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
(509) 962-7082 • FAX (509) 962-7083 • hr@co.kittitas.wa.us • www.co.kittitas.wa.us

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE SKILLS:

- Ability to read, analyze, interpret, and implement policies, codes, and laws.
- Ability to communicate with professionalism and courtesy at all times in verbal and written format. This may include, but is not limited to:
 - Respond to common inquiries or complaints from customers, regulatory agencies, etc.
 - Explain processes, policies, codes, laws and other technical information using terminology and detail specific to each client's needs and level of subject matter knowledge/expertise.
 - Prepare and conduct presentations to staff, board members, other agencies, and the public.

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

OTHER:

- Ability to provide efficient and courteous service to a diverse population.
- Ability to interpret and implement federal, state, and local environmental and land use codes and the Kittitas County Comprehensive Plan.
- Understanding of land use and development, and the ability to educate members of the public regarding these issues.
- Proficient with computers, to include Microsoft Office Suite, GIS applications, and possess the ability to quickly learn other department or County-specific programs.
- Ability to produce and maintain accurate plan review records and reports, and other related documentation.
- Must be able to operate standard office equipment and safely operate a motor vehicle.
- Must be able to establish and maintain effective working relationships.

PREFERRED QUALIFICATIONS:

- Two (2) or more years of planning experience.
- Experience in the operation of Geographic Information Systems (GIS).

WORKING CONDITIONS:

Work is generally performed in an office environment; sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push, and/or carry up to 25 pounds or potentially more with assistance; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; ability to stand, walk, stoop, kneel, crouch, ascend/descend stairs, and reach with arms and legs. Work includes regular interaction with employees and the public, with occasional exposure to upset or angry customers. Duties may require performance in non-office settings, outdoors, or at a variety of County locations. Work outdoors may include exposure to a variety of weather conditions and other hazards such as temperature extremes, dusty/windy conditions, insects, animals, etc., and requires the ability to traverse a variety of terrain. All PPE must be worn when required for employee safety.

Occasional travel may be required for training opportunities and /or meetings. Must be able to safely operate a motor vehicle in all types of weather and levels of light.

The work schedule is generally maintained during normal office hours, and will require attendance at night meetings may also include early or weekend hours as needed. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. 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.**