



Kittitas County, Washington  
Employment Opportunity

**Posted: 1/6/2023**

**Closes: Open Until Filled**

## PLANNER I – LONG RANGE

The Kittitas County Community Development Services is currently seeking qualified candidates for the position of Planner I/Long Range Planner. This is a full-time, non-exempt, benefits-eligible, non-union position. The Planner I/Long Range Planner primarily conducts research, develops reports, and leads updates and amendments to the County's Comprehensive Plan and implementing regulations. Anyone who meets the qualifications stated in the job description is encouraged to apply. This position is considered open until filled with a first review after 1/23/2023. Candidates should apply as soon as possible for optimal consideration.

### SALARY RANGE

\$4,783 - \$6,436 per month.

### ESSENTIAL FUNCTIONS

**Primary Responsibility – Develop, update, and implement the County's Comprehensive Plan, Shoreline Master Program, and development regulations.**

- Conduct research and analysis of land use issues for revisions to the Comprehensive Plan, Shoreline Master Program, and Kittitas County Code.
- 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 analysis and other 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 Act.
- Create ordinances pertaining to land use issues for 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.
- Research and apply for various grants to assist with the updating and implementation of the Comprehensive Plan, Shoreline Master Program, and land use regulations.
- Acts as the facilitator of various advisory committees.

**Secondary Responsibility – Administer the County's development regulations.**

- Coordinate public meetings and hearings held before 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.
- Inspect and enforce County development code requirements and violations in conjunction with the Prosecuting Attorney.
- 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.

*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

- High School Diploma or GED equivalent.
- Bachelor's degree in Planning, Geography or Public Administration with 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 Community Development Services Director.
- Valid Washington State Driver's license.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

## REQUIRED KNOWLEDGE/SKILLS/ABILITIES

### CRITICAL SKILLS FOR THIS POSITION:

- Must be capable of performing the in-depth research and analysis necessary to justify proposed long range planning goals, objectives and policies.
- Ability to explain the Comprehensive Plan process to a diverse population of decision makers, stakeholders, and members of the public, both verbally and in written form, including group presentations.

### 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 long-range planning experience.
- Experience in the operation of Geographical Information System (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 clearly 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. Reliable attendance and punctuality are required.

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



## Application Process

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Applicants must apply online using the electronic recruitment portal. As part of the online application process, the following items must be uploaded in PDF format:

1. Resume
2. Letter of interest for this position
3. Three (3) professional references and three (3) personal references