



**CITY OF OLYMPIA**  
invites applications for the position of:  
**Associate Planner**

**SALARY:** \$37.09 - \$45.04 Hourly  
\$6,428.60 - \$7,807.63 Monthly  
\$77,143.25 - \$93,691.52 Annually

**OPENING DATE:** 02/15/22

**CLOSING DATE:** Continuous

**DESCRIPTION:**

Please fill out your application as fully as possible. The City evaluates candidates based on the information provided in the online application only. **Do not submit resumes and cover letters.** Read the "To Apply" section below to learn more.

New hires must be fully vaccinated against COVID-19. This is a condition of employment with the City of Olympia. Exemption may be granted for religious or medical purposes; however, accommodations will be subject to approval based on the essential functions required of the position.

**About the Position**

The Olympia Community Planning and Development Department seeks a qualified individual to fill the position of up to three-quarter time (0.75 FTE) Associate Planner. This is a project funded position that will last through June 2023. This is a benefited position. The selected individual will be primarily responsible for tasks associated with a Housing Action Plan and Implementation (HAPI) Grant awarded to the City by the Washington State Department of Commerce. The tasks of the grant are to amend the City's Unified Development Code to 1) reduce parking requirements for residential uses, including for multifamily developments near frequent transit routes, and 2) consolidate planning permit types to provide clarity in the code for customers on permit processing requirements. These two tasks are key priorities under one of six important strategies that make up Olympia's Housing Action Plan (adopted June 2021): Expand the overall housing supply by making it easier to build all types of housing projects. Both are specifically called out as priorities for short-term implementation.

**Ideal Candidate Profile**

- Understand, explain and administer land use regulations and similar documents.
- Prepare staff reports and other documents that clearly and accurately convey complex information to the public, city advisory commissions and city council.
- Conduct meaningful and extensive public outreach processes.
- Understand and administer design guidelines and apply design principles to site plans and land use and building permit applications.
- Respond to and resolve potentially confrontational situations.
- Build strong working relationships with other agencies and city staff.
- Work independently in successfully managing long-term projects.

- Manage time and prioritize responsibilities to perform the duties of the position with the resources available.
- Act in a responsible and respectful manner toward all members of the community.

### **To Apply**

To evaluate all candidates fairly and equitably, the City will make all applicants anonymous when we are screening the applications. We will redact information from our application such as your name, address, and other demographics. To help us, please complete the online application form as fully as possible. **We do not accept resumes and cover letters.** If you have any questions, please contact Human Resources at 360.570.8305.

- This is a continuous recruitment. To be eligible for first review, submit your application **by 5 p.m. March 2, 2022.**
- Answer the Supplemental Questions included as part of this employment opportunity.
- Only electronic applications are accepted.

### **Contact Information**

If you have questions about the position and/or requirements, please contact Joyce Phillips, Principal Planner at 360.570.3722 or via email at [jphillip@ci.olympia.wa.us](mailto:jphillip@ci.olympia.wa.us).

### **EXAMPLES OF ESSENTIAL DUTIES:**

The essential functions of this position include but are not limited to:

- Responsible for completing a variety of activities relating to the City's planning functions.
- Coordinate the preparation or administration of plans, land use regulations, design standards, information systems, or planning programs.
- Conduct complex studies related to land use, transportation, shoreline, community and economic development, environment, or historic preservation.
- Manage or conduct investigations, analysis, and preparation of documents and reports on planning issues, policies, and their application.
- Provide staff support to appointed committees on planning and zoning issues or special studies.
- Prepare and present reports to hearings bodies, committees, community groups, and private organizations to explain the impact of projects and developments.
- Provide technical and administrative assistance as staff planner for Council and appointed Boards and Commissions.
- Respond to public inquiries with information on planning projects, processes and policies.
- Punctual, regular and reliable attendance is essential for successful job performance.

### **TYPICAL QUALIFICATIONS:**

#### **Knowledge/Skills/Abilities**

- Knowledge of planning principles, practices, regulations, and techniques as related to land use, environmental impact, transportation, etc.
- Knowledge of local government and political decision-making processes related to planning issues.
- Knowledge of specialized area of planning such as community development, economic development, environmental planning, historic preservation, or forecasting regional development.
- Skill in working with various stakeholders to achieve a solution to a project or proposal.

- Skill in formulating and presenting appropriate planning options to various audiences.
- Skill in preparing support documentation which clearly, precisely, and concisely presents planning recommendations.
- Skill in working in a team discipline.
- Ability to develop and write plans based on an analysis of data and on-going citizen and staff input.
- Ability to organize and manage varied work programs, including monitoring the budget, work schedules, grant requirements, and progress reviews.
- Ability to communicate effectively with individuals and groups regarding complex or controversial planning policies or regulations.
- Ability to direct or coordinate the work of planning and agency staff members.
- Ability to establish and maintain effective working relations with elected and appointed officials, staff of other agencies, Planning staff, and the community.

### **Education/Experience**

- Four year degree in Urban Planning or closely related field and three years related experience required.
- Master's Degree in Planning preferred.
- Additional related experience may be substituted for the degree on a year for year basis.

### **Special Requirements**

- Valid Washington State Driver's License required.

### **SUPPLEMENTAL INFORMATION:**

#### **Contacts**

- Planners have significant daily contact with the public for the purpose of information-sharing and problem resolution.
- Due to the subject matter some contacts may be confrontational, requiring the Planner to explain City policies and procedures in a professional, concise, and respectful manner.
- Planners also have daily contact with other City staff for the purpose of information sharing, work coordination, and problem resolution.
- Additional contacts with public officials are for the purpose of information gathering and project definition.
- Contacts with public officials are usually held in a public meeting forum and may be stressful and/or confrontational due to the subject matter.

#### **Supervision**

- May serve as Project Lead.
- May assist in the training and/or supervision of less experienced staff members.

#### **Accountability**

- Planners are accountable for completing all assigned work in a timely, professional manner.

#### **Working Conditions**

- Planners generally work in an office with a significant portion of time spent performing duties out-of-doors completing site investigations.
- Investigations require working on construction sites, rough terrain, in wetlands, boating and being in the proximity of heavy equipment.
- Frequent travel and attendance at meetings and conferences, both during regular working hours and in the evening, are required.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women, people of color, and people with disabilities are encouraged to apply.

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In order to participate in the recruitment process, accommodations for people with disabilities may be made by contacting Human Resources at (360) 753-8442.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. We strongly encourage people who are Black or Indigenous, people of color, transgender, non-binary, LGBTQ, people with disabilities, and women to apply.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.olympiawa.gov>

Position #2200033  
ASSOCIATE PLANNER  
CW

PO Box 1967  
Olympia, WA 98507  
360-753-8305

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### **Associate Planner Supplemental Questionnaire**

- \* 1. How many years of experience do you have working in a regulatory environment?
  - None
  - 1 - 2 Years
  - 2 - 4 Years
  - 4 or more years
- \* 2. Please describe how your education, work and/or other experience prepared you for this position.
- \* 3. Describe your experience preparing and processing amendments to zoning codes and other similar land development standards.
- \* 4. Why do you want to work for the City of Olympia?
- \* Required Question