



City of La Center

Seeks Applicants For

Associate Planner

8 Step Hourly Wage Schedule beginning at \$33.29/hr
Employer Pays 100% Healthcare - Generous PTO
Washington State Department of Retirement

Position Is Open Until Filled

To Apply: Submit a Resume, Application and Responses to the Supplemental Questionnaire to humanresources@ci.lacenter.wa.us

Position Summary

The Associate Planner is given broad responsibility for managing land use projects, providing staff support to the Planning Commission, supporting comprehensive plan and code updates, ensuring land use permit compliance with City codes, plans and policies, providing recommendations on planning issues, presenting recommendations on land use permits to the Community Development Director, Planning Commission, City Council and Hearing Examiner, responding to planning inquiries from the public and appointed/elected officials, supporting code enforcement and special projects, and other related duties as assigned.

This employee works closely with other administrative staff in greeting customers, in person or by phone, who seek information and services from the City of La Center.

Assigned to the Community Development Department, this employee reports to the Public Works & Community Development Director.

The workweek for the Associate Planner is **Monday - Friday, 8:00 AM - 5:00 PM**. When supporting at Planning Commission or City Council meetings, the employee may be required to work up to two evenings a month. The employee may receive overtime or comp time for the hours spent attending Planning Commission or City Council meetings.

City of La Center employees are responsible for demonstrating the values as stated in the City's Guiding Principles, working cooperatively and collaboratively with colleagues, and delivering services to customers with a high degree of professionalism.

This position is represented by the Teamsters Local 58 (union).

Essential Job Duties/Primary Job Duties

- Respond to public inquiries by phone, email and over-the counter with information on planning projects, processes, codes and policies.
- Communicate verbally and in writing complex information to visitors, internal customers, representatives from regulatory agencies, and business representatives.
- Evaluate a variety of land use applications including but not limited to site plan reviews, plats, variance requests, and similar for compliance with applicable City Codes.
- Evaluate building permit applications for completeness and for compliance with applicable setbacks.
- Establish addresses for new buildings within the City in coordination with the Postal Service and County.
- Maintain the City's records and files specific to land use, permits, and capital/special projects in accordance with records retention regulations and Public Disclosure laws Ensure legal and public notice deadlines and requirements are met for land use permits and public meetings.
- Prepare and present reports to the City Council, Planning Commission, Hearing Examiner, community groups, and private organizations regarding planning issues or projects.
- Review and issue decisions on Type I and Type II land use applications; prepare written documentation and review Type III and Type IV land use applications for direction and approval of the Planner/Consultant.
- Publish the Planning Commission agenda and minutes, attend Planning Commission meetings, operate the recording equipment, support the Planning Commission Chairperson in maintaining the flow of parliamentary procedures.
- Review complex studies related to land use, environmental impacts, transportation, shoreline, economic development, environment, or historic preservation.
- Inform appointed and elected officials on planning procedures and policies, comprehensive or sub-area plans, ordinances, guidelines, development criteria, or amendments.
- Assist with the enforcement of local codes and ordinances. Take in code enforcement requests, inputting and tracking in the iWorQ system, communicating to the inspector to check sites, and mailing letters of violation.
- Schedule appointments and meetings at the request of directors and applicants.
- Use asset management and work order software to document requests for services such as Public Works requests.
- Act as a back-up to receive and process payments for building permits, plan review, and land use applications and input building permit applications and inspection requests into tracking software.
- Review business license applications through the Department of Labor website.

- Adhere to the City's anti-discrimination, harassment, and retaliation policies, and comply with the City's commitment to be inclusive of racial, cultural, gender, religious, and ethnic differences.
- The job duties and tasks outlined above are not all-inclusive.

Minimum Qualifications/Required Skills

- High School graduate or GED
- Bachelor's degree in planning or a related field such as geography, economics, political science or environmental studies, or any combination of experience and education which provides the applicant with desired skills, knowledge and ability required to perform the job.
- Two (2) years of public or private planning experience. Master's degree may substitute for one year.
- Knowledge of principles, practices, regulations, and techniques in the field of municipal land use planning.
- Knowledge of state and federal planning statutes and general familiarity with legal foundations of planning.
- Knowledge of municipal administration, ordinances, statutes and other legal processes.
- Knowledge of research methods and ability to compile and analyze original data.
- Knowledge of public participation techniques and best practices.
- Must be highly proficient in using Microsoft Suites, including Word, Excel, Outlook, Publisher, PowerPoint.
- Working skills and abilities in remote/virtual meeting and collaboration tools.
- Knowledge of economics, finance, and sociology as applied to city planning, zoning, code enforcement, and community development.
- Basic knowledge of cartography, graphic design and the use of Geographic Information Systems.
- Ability to write clear and concise reports and plans.
- Ability to organize and participate in public involvement processes and to communicate ideas to the public effectively.
- Ability to establish and maintain effective working relations with public officials, other city staff, consultants, the City Council, Planning Commission, Hearing Examiner, the development community, and citizens.
- Ability to work on many projects at the same time in a dynamic and rapidly growing community.
- Must satisfactorily complete a pre-employment reference check, which includes a credit check.

Work Environment

- Sit at a desk for extended periods.

- Bend to retrieve documents from lower drawers in filing cabinets or on top of cabinets; frequently use wrists and arms when entering data into a computer.
- Travel (walk or drive a vehicle) short distances.
- Professionally manage disruptive, upset, or disgruntled customers. Find a resolution to their concerns and provide a wide range of resources the customer may want to consider.

The above statements describe the general nature and level of work performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job classification is subject to change as the needs and requirements of the job change.

Equal Employment Opportunity Employer

CITY OF LA CENTER

Supplemental Questionnaire – Associate Planner

1. Describe your experience providing customer service that required you to explain very complex policies or procedures to customers. Please give an example of the type of policy or practice you were responsible for explaining to the customer.
2. What experience or knowledge do you have in using and understanding municipal code? Please describe in detail.
3. What experience or knowledge do you have working with Washington's Public Records Act or a similar regulation that required your employer to maintain written records and documents for an extended time?
4. Are you able to attend up to two evening meetings per month? Planning Commission meetings take place on the second Tuesday of every month during evenings beginning at 6:30, and City Council meetings take place on the second and fourth Wednesday of each month beginning at 6:30. The duration of the session is dependent on the agenda.



Put your name and contact information on each document submitted in response to the Supplemental Questionnaire.

Don't forget to include your standard resume that identifies your employment and education history.

Equal Opportunity Employer

The City of La Center is an Equal Opportunity Employer. All qualified employees will be considered for employment without regard to race, religion, color, national origin, gender, age, marital status, sexual orientation, ancestry, sensory, mental or physical disability or veteran status, or any non-job related factor as defined by law. Any person requiring special accommodations should advise the City via email of their needs by the application closing date.