

**KLICKITAT COUNTY, WASHINGTON**  
**POSITION DESCRIPTION**

POSITION TITLE: <b>Senior Planner</b>	EFFECTIVE DATE: <b>May 25, 2021</b>
REPORTS TO: <b>Planning Director</b>	PAY GRADE: <b>71</b>
DEPARTMENT/DIVISION: <b>Planning Department</b>	FLSA STATUS: <b>Exempt</b> BLOODBORNE PATHOGEN JOB HAZARD LEVEL: <b>Good Samaritan– HBV Optional</b>
LOCATION: <b>Goldendale</b>	POSITION STATUS: <b>Full-time</b>

**BASIC JOB PURPOSE/FUNCTION:**

Serves as a key member of the Department by providing advanced professional level planning duties to support the Director on a variety of projects and work to improve the effectiveness and efficiency of the Planning Department. This is the most advanced non-supervisory planning position. Work is performed under general direction from the Planning Director with initiative, discretion and independent judgment in the performance of duties based on extensive knowledge of county policies, procedures, operations, and planning methodology. Responsibilities involve planning, coordinating and participating in activities which require analysis of complex issues, program administration and/or coordination with other departments, outside agencies and the public. Typical assignments will include the development of long-range planning efforts, managing long-range planning projects including update to the Comprehensive Plan and Land Use Ordinance amendments, and providing analysis of varying policy documents and, review of complex and/or highly sensitive land use proposals for consistency with adopted codes. Position requires substantial contact with the public.

**ESSENTIAL JOB DUTIES:**

1. Assists the Planning Director with the following:
  - Identifies long-range planning issues and policies, and assists in developing subsequent work program priorities.
  - Undertaking long-range planning projects as assigned.
  - Coordinating, scheduling, and reviewing work assignments for long-range planning projects when acting as technical and policy advisor to assigned staff or consultants.
  - Maintaining a working understanding of new land use legislation, administrative rules and case law.
2. Attending and participating in professional group meetings, maintaining awareness of new trends and developments in the field of planning; incorporating new developments as appropriate into the department's programs and priorities.
3. Refines and maintains ordinance/code and policy amendments. Insures that county policies are supported and recommends policy and procedural changes as necessary to meet policy objectives of state and/or federal laws.
4. Responds to inquiries from the public and provides information to property owners, developers and other interested parties pertaining to land use application review, ordinances or codes.
5. Compile background data and information, prepare staff reports and technical reports, agenda placement requests, responds to questions by the public, produces mailing materials and maps for legislative proposals and other legislative assignments;
6. Conduct public and community stakeholder outreach;
7. Assists in preparation of grant applications and management of grant funded projects.
8. Manages and assists with special projects as assigned;

9. Prepares routine charts, maps, graphic displays, and other infographics as well as develops and executes public involvement strategies for specific projects and program areas.
10. Works collaboratively in a team environment with a spirit of cooperation.
11. Reviews major land use applications and development plans for compliance with the County plans and local and state regulations. Conducts land use pre-application conferences and site visits. Develops recommendations regarding applications for development permits.
12. Provides staff support and makes recommendations to the Planning Commission, Board of Adjustment and Board of County Commissioners regarding specific projects and development plans. Provides technical advice and assistance to them in making decisions.
13. Coordinates processing and review of development plans and preparation of planning studies and reports with other County departments, local and state agencies to ensure consistency in the application of policies, regulations and procedures.
14. Attends and participates in various meetings, conferences, and workshops and relates the County's position and/or policy as appropriate.
15. Conduct environmental review of projects per SEPA (State Environmental Policy Act) and local environmental review regulations.

**ADDITIONAL JOB DUTIES:**

1. Perform other related duties as assigned by the Planning Director.

**REQUIREMENTS/MINIMUM QUALIFICATIONS:**

- Knowledge of principles, practices, and techniques and related tools/equipment to accomplish the basic function of this position, including any safety and/or legal requirements. This may, but not necessarily, include specialized skills. Thorough knowledge of planning practices and land use codes. Training in or demonstrated knowledge of: basic principles of fish/wildlife biology; environmental impact assessment; ecological systems; Geographic Information Systems (GIS) mapping; and software applications.
- Ability to:
  - Prepare, revise, and evaluate technical land use reports and plans;
  - Interpret and evaluate site and architectural design plans;
  - Coordinate work assignments and lead planning personnel;
  - Work with community groups and advocate for community involvement;
  - Make oral presentations of technical information to the public; and
  - Establish and maintain cooperative working relationships with individuals and groups who come from diverse backgrounds and represent members of the public, coworkers, and representatives from other public agencies, and/or vendors.
- Skills to:
  - Develop and conduct necessary research methodologies;
  - Analyze conceptual development and implementation of policy/program; and
  - Prepare, provide and facilitate public presentations of a sensitive nature.
- Any equivalent combination of education and experience that provides the applicant with the required knowledge, skills, and abilities to perform this job. A typical way to obtain the knowledge and abilities would be
 

Bachelor's Degree in Environmental Sciences, Natural Resources Management, Planning, Geography, Geology or a field directly related to the area(s) of assignment AND four years of increasingly responsible professional experience (including related internships), demonstrating

knowledge and experience in one or more areas within the Planning field related to the area of assignment, including Environmental Planning (SEPA, Critical Areas/Shorelines and Natural Resources), Current Planning (Subdivision and Zoning), and Comprehensive Long Range Planning. A Masters' Degree may substitute for one year of experience OR any equivalent combination of training and experience that would provide the required knowledge, skills and abilities to successfully perform the essential duties of the job.

Licenses, Certificates, and Other Requirements

Valid state driver's license in state of residence

**WORKING CONDITIONS:**

This position requires the ability to perform those activities to complete the essential functions of the job, either with or without reasonable accommodation. The work is primarily in an office setting, in the field over various field terrain and variety of weather conditions and requires attendance at meetings and/or hearings during day and evening hours. The position requires continuous and/or frequent talking, repetitive motions of hand/wrists, hearing, and handling. Mental activities required by the employee in this position include decision making, interpersonal skills, supervisory skills, teamwork, creativity, customer service, mentoring, use of discretion, presentations/teaching, problem analysis, negotiation, and the ability to perform math and to read, write, speak and understand English. Travel to/from night meetings and site visits/inspections in various weather conditions are required. Required physical activities can include frequent keyboard fingering, talking, repetitive motions of hands and wrists, sitting, hearing and lifting, pushing, pulling, and carrying objects up to 25 pounds.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but is not and should not be construed an all-inclusive listing of responsibilities, skills, work requirements, or working conditions. While it is intended to accurately reflect the position activities and requirements, individuals may perform other duties and Klickitat County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.