



City of Cle Elum

POSITION DESCRIPTION
JANUARY 2023

POSITION TITLE: CITY PLANNER

REPORTS TO: Under the general direction and authority of the Mayor, reports directly to the City Administrator or their designee. Maintains a close working relationship with City personnel and consultants.

SALARY RANGE: \$6,288 - \$7,644 per Month **STATUS:** Full Time

AFFILIATION: Non-Union **WORKWEEK BASIS:** 40

JOB SUMMARY: The City Planner performs a wide range of tasks primarily in an office environment that involves a significant degree of analytical, communication, and decision-making skills and abilities. This position requires a thorough knowledge of planning principles and practices, applicable laws and regulations, and the responsibilities of local governments. The City Planner shall work independently, and as a member of a team, in performing current planning, long range planning, and code enforcement activities and for assisting with the building permit processes as necessary. As a representative of the City, extensive contact with property owners, developers, the Planning Commission, and committee members, elected officials and the general public is required.

ESSENTIAL JOB FUNCTIONS:

1. Prepare, present, and implement an annual work program including the completion of multiple tasks in a complete and timely manner.
 - a. Prepare and participate in staff meetings.
 - b. Keep the Mayor, City Administrator, and their designee(s) informed on priorities, activities, accomplishments, and emerging issues, as well as communications with elected officials and as a representative of the City.
2. Manage and effectively utilize City resources.
 - a. Establish and maintain such application forms and administrative procedures as may be necessary to implement City regulations.
 - b. Maintain files and records in accordance with City record retention requirements.
 - c. Periodically review and evaluate policies, forms, and procedures.
 - d. Work closely with city staff to provide the efficient and effective delivery of city services.
 - e. Prepare, recommend, and implement changes to increase productivity and efficiencies.
 - f. Contribute to the maintenance of the City's web site.
3. Manage the periodic review, update, and implementation of the City's Comprehensive Plan, Shoreline Master Program, subarea plans, other City plans, and Development Regulations, as assigned.

4. Manage the review and approval of planning and land use applications in accordance with the provisions of the Cle Elum Municipal Code.
 - a. Interpret City ordinances, regulations, and requirements and determine the applicability of the Cle Elum Municipal Code to proposed projects and development activities.
 - b. Respond to public inquiries.
 - c. Conduct the required completeness and consistency reviews and make decisions on land use, shoreline, and related planning and land use applications, as assigned.
 - d. Work closely with the Building Official and Fire Chief to implement the International Building Codes as adopted by the city.
 - e. Serve as a SEPA Responsible Official or in a supporting role to the Designated SEPA Responsible Official.
 - f. Provide staff support for the issuance of other City permits and licenses such as business licenses and hauling permits.
5. Maintain effective working relationships with the County, the cities, towns, and special districts in the county, state and federal agencies, and Indian Tribes.
 - a. Represent the City in local, regional, and state-wide planning activities, as assigned.
 - b. Review and comment on land use applications and planning projects under review by local, state, and federal agencies.
6. Investigate and respond to potential violations of the Cle Elum Municipal Code.
7. Manage consulting contracts, coordinate the activities of City staff and consultants involved in land use planning activities, and provide staff support to planning projects, as assigned.
8. Research, prepare, and participate in the submission of grant applications and the management grant awards and contracts.
9. Maintain a professional level of understanding of current and emerging trends and planning issues.
10. Provide staff support to the Mayor, City Administrator, City Council, Planning Commission, and other boards, commissions, and committees, as assigned. Prepare and present summary reports on planning activities and emergent issues to the Mayor, City Administrator, City Administrator, and City Council.
11. Perform other duties as assigned by the Mayor, the City Administrator, and their designee(s).

NECESSARY KNOWLEDGE AND ABILITIES:

Knowledge of:

1. Principles and practices of city land use planning and permitting.
2. The Washington State Growth Management Act, Environmental Policy Act, Shoreline Management Act, and municipal land use, zoning, annexation, and subdivision ordinances.
3. Methods and techniques of effective technical report preparation and presentation and a basic understanding of the public information process.
4. Local government code enforcement principles, practices, and methods.

Ability to:

1. Establish and maintain effective working relationships with employees, supervisors, and the general public.
2. Prepare and implement an annual work program.
3. Work effectively independently and as a member of a team.
4. Analyze complex situations, problems, and data, and use sound judgment in drawing conclusions and in making recommendations and decisions.
5. Comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely, and legibly.
6. Communicate effectively to the public to explain permit procedures, codes and how to interpret technical information.
7. Read and interpret City plans, permits, maps, and environmental documents.
8. Handle stressful situations and effectively deal with difficult or angry people.

MINIMUM QUALIFICATIONS:

1. Bachelor’s Degree from an accredited university or college in Urban, Regional, City Planning, or comparable field of study.
2. At least 4 years of progressively more responsible experience in local government planning. A Master’s Degree may be substituted for one year’s experience.
3. Valid Washington State Driver’s License.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The workstation for the position is Cle Elum City Hall and regular attendance during business hours is required. Attendance at four or more-night meetings a month is expected, and meeting project deadlines may require working more than forty hours per week. Participation in early morning, lunchtime, and additional evening meetings, as well as occasional weekend meetings, may be required. Occasional travel may be required, including overnight stays, but the need to do so will typically be known in advance. Typically, work is performed in a private office located in a moderately noise office environment of City Hall. Work may occasionally be performed with exposure to inclement weather including temperature extremes and windy/dusty conditions will occur.

COMPENSATION AND BENEFITS:

Wage Range:	\$75,461 - \$91,724 per Year \$ 6,288 - \$ 7,644 per Month \$ 36.28 - \$ 44.10 per Hour	Benefits:	90% Paid Medical/Dental Plan PERS Retirement System \$214 VEBA per Month Vacation / Sick Time 12 Paid Holidays + 1 Personal Day
Incentive Pay:	Longevity Educational Degree		

NOTICE:

The above position description does not include ALL essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the city administrator to review and discuss the essential and non-essential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if the essential functions can be performed safely with or without reasonable accommodations.

The City of Cle Elum is an Equal Opportunity employer.