

CITY OF CHENEY  
COMMUNITY DEVELOPMENT  
SENIOR PLANNER

**POSITION INFORMATION:**

Salary Grade:	Management Union Scale (MUE) 70
Salary Range:	\$4,262 - \$5,579/mo
Position Work Schedule:	Monday – Friday, 8:00 AM – 5:00 PM
Employment Category:	Full-time
Union Affiliation:	AFSCME 270 S
FLSA:	Exempt

**DEFINITION:**

This is an advanced professional level urban planning position performing a range of urban, land use and environmental planning work. Work involves activities in support of major planning projects and policy development. The work requires the application of well developed written, verbal and analytical skills in urban design, land use, transportation, economic development, human services, environmental review, code enforcement and other subjects related to planning. Position requires direct contact with citizens, elected officials and community leaders where interpersonal skills involving public speaking, logic and conflict resolution are frequently relied upon. The position requires an employee who can perform independently and in a professional and ethical manner. The employee may serve as Assistant to the Department Head and shall keep the department head apprised of the overall operation of the department.

**SUPERVISION RECEIVED:**

Direct supervision is received from the Community Development Director.

**SUPERVISION EXERCISED:**

None/Occasional Intern

**EQUIPMENT/JOB LOCATION/WORKING CONDITIONS:**

The Senior Planner must be proficient in the use of a variety of office equipment including, but not limited to multi-line telephones and computers. Good communication skills are a must that include one on one, over the phone, and written skills with customers, officials and the general public. This position requires the ability to sit or stand for long periods of time, must be able to lift a minimum of thirty pounds. Must be computer competent in Microsoft Office suite of products, permitting systems, and web-based software. Must be able to concentrate and have the mental ability to function well in a busy and noisy environment.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Analyzes data and prepares planning reports including recommendations and supporting data for approval and submission to the Planning Commission and City Council.  
Provides project evaluation and technical direction to planning and other city staff

regarding specialized areas of urban planning such as environmental, transportation and community development.

- Prepares and presents written, oral, and visual reports to hearing bodies, committees, community groups, and private organizations to explain City policy and the impact of planning and development on the community. Attends and makes presentations to such bodies as Planning Commission, Hearing Examiner, staff, ad hoc and other committees, Project Review Team, and City Council regarding specific projects and staff findings and recommendations. May be called upon to testify in court regarding planning matters.
- Reviews land used applications and site plans for compliance with local and state regulations and plans. Coordinates and develops appropriate assigned land use applications and through hearings and adoption stages, developing and preparing additional related data as required.
- Administers the City's SEPA process.
- Advises citizens, community leaders and elected officials on public policy issues, planning procedures, special and comprehensive plans, as well as regulatory ordinances. Participates in the negotiation of mitigation agreements with developers when an MDNS or EIS is prepared.
- Provides information to property owners, investors, real estate developers and other interested parties pertaining to land use applications, ordinances, codes and related planning information.
- Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socioeconomic changes and informing the public.
- Prepares grant applications and administers grant funding.
- Oversees the day to day operations of the Planning Department
- Supervises other staff and volunteers in Planning Department.
- Assists the department head with planning, implementing and evaluating the department budgets.
- Attends city, federal, state and local planning meetings relative to planning assignments to review and coordinate development and planning activities.
- Assists other Community Development Department staff as assigned.
- Reports to the Department Director.
- Compiles the agenda and all related materials for the Planning Commission.
- Performs other duties as assigned.

## **QUALIFICATIONS:**

### **EDUCATION AND TRAINING:**

Bachelor's degree in urban planning and five years experience in city or county planning related to urban or regional plans including project management; or a master's degree in urban planning or a related field and two years of progressively responsible experience in city or county planning.

### **LICENSING AND CERTIFICATION:**

AICP desired.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of principles, practices, regulations, and techniques in the field of municipal planning including such areas as land use, transportation, environmental impact, or other related areas particularly relating to smaller communities.
- Strong time management and project management skills.
- Ability to communicate effectively with individuals and groups regarding complex or controversial public policy issues or regulations.
- Experience working with state regulations pertaining to Washington Growth Management Act, zoning, subdivision, annexation, environmental protection strongly desired.
- Experience in code development and implementation
- Knowledge of GIS, cartography and graphic design a plus.
- Comfortable reading and evaluating site plans for conformance.
- Ability to prepare concise and effective reports, related graphics and maps.
- Able to work effectively, independently and professionally with a wide range of people, including co-workers, public officials and the general public in a fashion suitable for resolving conflict in a positive and constructive manner.
- Must have a valid driver's license and be insurable.
- Capable of giving direction to student interns in all aspects of planning.

### **PHYSICAL REQUIREMENTS:**

Able to lift 30-40 pounds.

Able to sit and stand up to four hours at a time.

Must be able to bend, stoop, walk and climb stairs.

Good vision required, with or without glasses.

Good Hearing.

I \_\_\_\_\_ certify that I am able to complete all of these requirements.

Date: \_\_\_\_\_

The City of Cheney is an Affirmative Action ADA Equal Opportunity Employer