



The City of White Salmon is an equal opportunity employer that values: Exceptional Customer Service, **Commitment to Public Service**, Professionalism, and Teamwork.

**Position:** City Planner  
**Department:** Department of Community Development & Planning  
**Reports To:** City Administrator  
**Closing Date:** Open Until filled  
**FLSA Status:** Exempt  
**Salary Range:** Step 45, Range 1-6 (\$73,396.32-\$85,916.40– Per 2023 Salary Matrix)

This is an exempt full-time salaried position based on working a 40-hour workweek.

### **MAJOR FUNCTIONS AND PURPOSE**

The City Planner performs professional planning work that contributes to building and nurturing a complete community. Much of this work will be performed in an office environment and include a wide range of tasks that will require 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, including working with land use and building applicants to problem solve.

The City Planner shall work independently, and as a member of a team, in performing current planning, long range planning, and supporting code enforcement activities and building permit processes as necessary. As a representative of the city, extensive contact with property owners, developers, consultants, the Planning Commission, and committee members, elected officials and the general public is required.

### **SUPERVISION**

This position serves under the day-to-day direction of the City Administrator. The position supervises consultants and the Community Development/Special Projects Coordinator.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- **Prepare, present and implement an annual work program including the completion of multiple tasks in a timely and complete manner**
  - *Prepare and participate in staff meetings*
  - *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.*
- **Manage and effectively utilize City resources**
  - *Establish and maintain such application forms and administrative procedures as may be necessary to implement City regulations and procedures*
  - *Maintain files and records in accordance with City Record retention requirements*
  - *Periodically review and evaluate policies, forms, and procedures*
  - *Work closely with staff*



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- *Contribute to maintaining the planning related sections of the city's website*
- **Interpret, maintain, update and implement the City's Comprehensive Plan, Parks System Plan, Transportation Plan Lite, Shoreline Management Plan, and other city plans and development regulations as assigned.**
- **Grant research, writing, and application submittal.**
- **Manage the review and approval of planning and land use applications in accordance with the provisions of White Salmon Municipal Code**
  - *Interpret city ordinances, regulations and requirements to determine applicability*
  - *Respond to public inquiries*
  - *Conduct the required completeness and consistency reviews and make decisions on land use, shoreline, and related planning and land use applications, as assigned.*
  - *Work closely with building official(s) and Fire Chief to implement the International Building Code as adopted by the city.*
  - *Provides written and oral reports for presentations to City Council, Planning Commission, Hearings Officer, etc.*
- **Maintain effective working relationships with the County, cities, and special districts in the county, state and federal agencies, and Treaty Tribes.**
  - *Represent the city in local, regional, and statewide planning activities as assigned.*
- **Manage consulting contracts and coordinate activities of staff and consultants to support planning projects.**
- **Perform other duties as assigned by the Mayor and the City Administrator as they relate to overall Planning needs.**

## NECESSARY KNOWLEDGE AND ABILITIES

Knowledge of:

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

Ability to:

- Prepare and implement an annual work program
- Work effectively independently and as a member of a team
- Comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely, and legibly
- Communicate effectively to the public to explain permit procedures, codes and how to interpret technical information in layman's terms
- Read and interpret city plans, permits, maps, and environmental documents



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- Handle stressful situations and effectively deal with angry or difficult people

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree from an accredited university or college in Urban, Regional, City Planning, or comparable field of study
- At least 4 years of progressively responsible experience in local government planning. A Master's Degree may be substituted for one year's experience.

### **ADDITIONAL DESIRED QUALIFICATIONS**

- Ability to speak and understand Spanish

### **WORKING CONDITIONS AND PHYSICAL DEMANDS**

The workstation for this position is White Salmon City Hall and regular attendance during business hours is required. Attendance at three or more night meetings a month is typical and expected, and meeting project deadlines may require working more than forty hours per week. Occasional travel may be required, but the need to do so will be known in advance. Typically, work is performed in a private office located in a relatively quiet noise environment of City Hall. Work may occasionally be performed with exposure to inclement weather including temperature extremes and windy/dusty conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Fall hazards and trip hazards may be encountered in the course of conducting and performing various project field research, investigation, and inspection for duties and tasks responsible to this position. The position may require long periods of sitting, standing, stooping and/or reaching.

### **Certifications**

- Must possess a valid driver's license or be able to obtain one within 6 months of hire.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

### **BENEFITS**

The City provides competitive medical, dental and vision insurance plans as well as paid sick leave and vacation to regular full-time employees. Other benefits include life flight membership, flexible spending account, life insurance, state retirement plan, employee assistance program (EAP), and infant at work.



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**Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. Our goal is to hire the candidate who is best able to meet the performance objectives of the role. We will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. The city will target a variety of distribution channels to advertise this position in an effort to reach a diverse group of applicants.**

**I have read and understand this job description.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date