

CITY OF WHITE SALMON  
JOB DESCRIPTION

**Position:** Land Use Planner  
**Department:** Planning Department  
**Reports To:** City Administrator/Public Works Director  
**Effective Date:** March 17, 2021  
**FLSA Status:** Exempt  
**Salary Range:** Step 45, Range 1-5 (\$62,704 - \$76,650 annually)

This is an exempt full-time salaried position and may work in excess of eight hours per day or 40 hours per week,

**MAJOR FUNCTION AND PURPOSE**

The Land Use Planner performs professional work in the fields of current planning, long-range planning, environmental analysis and/or geographic information system. Responsibilities include timely and efficient processing of development applications, the preparation of studies and reports and the review and implementation of zoning regulations, land use, environmental, natural resources, transportation, and public facility elements. The position is responsible for providing accurate information to the public, employees of the City, and elected officials on many state and local code provisions, official land use maps, and other pertinent information. The position is responsible for accomplishment of tasks as assigned, strong communication skills with the public and employees and sound organization practices to assure optimum services to the community.

The position, as assigned by the City Administrator, may have final authority on certain land use decisions, including short subdivisions, shoreline permits or exemptions and SEPA. Responsible for applying thorough and full-scope knowledge of modern techniques and concepts of planning, requiring initiative, creativity, analysis and interpretation to create a motivating atmosphere.

**SUPERVISION**

This position serves under the primary direction of the City Administrator/Public Works Director. The position supervises a part-time Permit Technician (the position is full time but shared with the Building Department and Finance Department).

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Under general supervision of City Administrator, perform complex, highly technical current, long-range and comprehensive planning tasks for the City of White Salmon, in coordination with the Building Department.
- Provide technical and professional guidance to Planning staff.
- Interpret, maintain, update and implement the City's Comprehensive Plan.
- Reviews development proposals to ensure compliance and consistent with all applicable city and state rules and regulations.
- Acts as the City's representative to local, state and federal agencies involved in land use review.
- Reviews daily development permits to determine jurisdictional requirements and to ensure compliance and consistency with all applicable rules and regulations.

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- Reviews short plats, subdivisions and boundary line adjustments and other land divisions for compliance with all applicable regulations.
- Review relatively complex problems, issues and land use development situations and provides oral and written recommendations on such to staff and various advisory and elected boards.
- Provides written and oral reports for presentations to City Council, Planning Commission, Hearings Officer, etc.
- Assure development projects are in compliance with the City Comprehensive Plan and Land Development Standards and Regulations, policies and procedures, and coordinate with appropriate local, state and/or federal agencies.
- Serves as the primary contact for the public and outside agency inquiries regarding the City's development codes and/or current planning issues.
- Leads the development review process in assessing applications, environmental impacts and regulatory considerations associated with the subject property.
- Requires frequent contact with the City Council and Planning Commission, other City departments and the general public.
- Coordinates, develops, interprets, organizes, prepares and presents data and reports.
- Recommends improvement and modifications to appropriate city codes.
- Coordinates and participates in public engagement process and visioning efforts related to land use planning.
- Monitors and ensures compliance with local, state and federal laws related to land use planning.
- As appropriate, provides information and reports and/or advises the Mayor, City Administrator, City Council, Planning Commission, committees and the public.
- Serves as liaison and performs all necessary functions in support of the Planning Commission.
- Enforces current zoning, critical areas and resource lands, road and utility access, stormwater, shorelines and other related rules and development regulations.
- Conducts field investigations and inspects sites for compliance with regulations.
- Attends various civic and business meetings on behalf of the City.
- Attends night and weekend meetings and community events, when necessary.

**KNOWLEDGE, SKILLS AND ABILITIES**

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform the tasks, duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There shall be a six (6) month period in which these attributes must be demonstrated satisfactorily before permanent employment status is achieved. The Employee shall have:

- Working knowledge of commonly used terminology in the construction, planning and building fields; building and planning functions; permit processing; code procedures.
- Proficiency in the operation of computer equipment and knowledgeable of software programs necessary to meet the responsibilities, duties and tasks of this position.

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- Operational skills for all general office equipment including, but not necessarily limited to: photocopy machines, photo-scanning devices, ten key calculating instruments, telephone-intercom system, computer skills and software systems such as Windows, Microsoft Word, Excel, Outlook.
- Basic math skills, and the ability to research information and interpret city ordinances and codes within the realm of responsibility of this position.
- Demonstrated skills in communications, both written and oral, necessary to perform the duties, tasks, and responsibilities of this position, with the ability to handle stressful situations. Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees and the general public.
- Ability to establish effective working relationships with staff, clients, elected and appointed officials and the public.
- Knowledge of Washington State Growth Management Act (the City of White Salmon is a partially planning entity and is not fully subject to the GMA), State Environmental Policy Act, Shorelines Master Program and other related state statutes.
- Skill in providing excellent customer service, ability to communicate effectively to elected and appointed officials and the public.
- Effectively meet and work with the public under stressful conditions.
- Satisfactorily complete assigned tasks in a timely and efficient manner with little supervision.
- Establish and maintain time deadlines and to work under adverse and stressful working conditions.

**WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. The work environment will include office settings and out of doors assignments. 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 employee must be aware of potential traffic hazards when performing certain field tasks and duties. Protective clothing may be required for completion of some job requirements, including safety equipment, safety vests, hard hats, and/or other protective equipment necessary to the performance of the project field tasks and duties.

**CONTACTS AND RELATIONSHIPS**

The Land Use Planner will have contact with citizens of the community, planning groups and agencies, and with other work place associates. In the course of completing the required job tasks, duties, and responsibilities, the individual in this position will have contacts made in

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person, via telephone, computer, e-mail, or through written correspondence, which are for the primary purpose to provide or collect information.

**PHYSICAL REQUIREMENTS**

The physical demand described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Land Use Planner's work performance may require long periods of sitting, standing, stooping and/or reaching. This position may require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus. This position may be subject to uninvited verbal abuse at times from the public.

**REQUIRED QUALIFICATIONS**

*Education and Experience*

- Bachelor's degree in Land Use Planning, Public Administration, Public Policy, Community and Economic Development, or Geography.
- Three (3) years of experience in local land use planning including land use permitting and zoning application.

*Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge, and abilities to perform the essential functions of the job.*

*Certifications*

- Must possess a valid driver's license.

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.

**The City of White Salmon is an equal opportunity employer and provider.**

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

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Signature

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Date