



# City of White Salmon

POSITION DESCRIPTION  
APRIL 2025

**POSITION TITLE:** ASSOCIATE PLANNER

**REPORTS TO:** Reports directly to City Planner under the guidance of State and City regulations and procedures. Also maintains a close working relationship with other city personnel.

**SALARY RANGE:** Range 31 Step 1-6  
\$55,859 – 64,755

**STATUS:** Full Time

**AFFILIATION:** Union

**WORKWEEK BASIS:** 40

**JOB SUMMARY:** The Associate Planner performs a range of land use planning functions with a focus on both current and long-range planning. Responsibilities include providing information to the public on zoning and land use regulations, reviewing development applications, preparing reports and presentations, conducting research, and supporting the Planning Director. The position requires independent work, collaboration with other departments and agencies, and public engagement.

## ASSOCIATE PLANNER ESSENTIAL JOB FUNCTIONS:

1. Provide customer service at the counter, by phone, and in writing regarding land use regulations, permit processes, and zoning.
2. Review land use and development applications for compliance with municipal codes and regulations.
3. Prepare staff reports, presentations, and findings for review bodies including the Planning Director, Hearings Examiner, Planning Commission, and City Council.
4. Present information and recommendations at public hearings and meetings.
5. Assist in preparing and updating zoning and land use maps, and develop informational handouts.
6. Conduct research, analyze data, and prepare written and graphic reports.
7. Collaborate with staff, agencies, legal counsel, and applicants throughout the development review process.
8. Monitor and recommend updates to local land use regulations.
9. Assist with long-range planning efforts, including comprehensive plan updates.
10. Perform other related duties as assigned.

## NECESSARY KNOWLEDGE AND ABILITIES:

### *Knowledge of:*

- Land use codes, zoning, and planning principles
- Development review processes
- Washington Growth Management Act, SEPA, Shoreline Management Act
- Planning terminology and building codes
- Data analysis, report writing, and mapping techniques
- Computer systems including permitting software, databases, and GIS

### *Ability to:*

- Communicate clearly and professionally with the public, staff, and elected officials
- Interpret and apply regulations and planning principles
- Prepare clear, accurate, and defensible reports and recommendations
- Present effectively in public forums
- Manage multiple tasks and deadlines independently
- Collaborate as part of a team and with external stakeholders

## DESIRED QUALIFICATIONS:

- Bachelor's degree in Urban or Regional Planning, Geography, or related field
- Minimum of 2 years of relevant experience in land use planning
- Ability to pass a background check

## COMPENSATION AND BENEFITS:

<b>Wage Range:</b>	\$ 55,859 - \$ 64,755 per Year \$ 4,654 - \$ 5,396 per Month \$ 26.86 - \$ 31.13 per Hour	<b>Benefits:</b>	90% Paid Medical/Dental Plan PERS Retirement System \$214 VEBA per Month Vacation / Sick Time 12 Paid Holidays + 1 Personal Day
<b>Incentive Pay:</b>	Spanish Fluency (\$100/month)		

## PHYSICAL DEMANDS AND WORKING CONDITIONS:

Work is performed in both office and field settings. Field work may include site visits over uneven terrain and exposure to varying weather conditions. The role requires use of standard office equipment and attendance at evening meetings

The work schedule is generally maintained during normal office hours, but may include early, evening or weekend hours as required. Attendance at night meetings may be required, and meeting project deadlines may require working more than forty hours per week.

**GROWTH POTENTIAL:**

This position offers opportunities for professional growth and advancement within the organization or in the broader planning field.

**NOTICE:**

The above position description does not include ALL essential and non-essential duties of this job. All employees with disabilities are encouraged to contact the personnel department 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 White Salmon is an Equal Opportunity employer.