



|  |                          |  |  |  |                        |   |  |
|--|--------------------------|--|--|--|------------------------|---|--|
| <b>JOB DESCRIPTION COVER SHEET</b> (Please Read Instructions on the Back)  |                          |  |  | 1. Job Description Number:<br>JD - 037   |                        |   |  |
| 2. Reason for Submission<br><input type="checkbox"/> Re-description<br><input type="checkbox"/> New<br><input type="checkbox"/> Re-establishment<br><input checked="" type="checkbox"/> Other  |                          | 3. Fair Labor Standards Act<br><input type="checkbox"/> Exempt<br><input checked="" type="checkbox"/> Nonexempt  |  | 4. Shared Position<br><input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No |                        | 5. Positions Is:<br><input checked="" type="checkbox"/> Non-supervisory<br><input type="checkbox"/> Supervisory |  |
| Explanation (Show any position replaced): Updated  |                          | 6. Sensitivity<br><input type="checkbox"/> a. Full Background Check<br><input checked="" type="checkbox"/> b. Driver's License Abstract<br><input type="checkbox"/> c. No Background Check |  |  |                        |   |  |
| 7. Official Title of Job<br><br>Associate Planner  | 8. Job Class<br><br>2141 | 9. Pay Plan<br><input checked="" type="checkbox"/> IAM<br><input type="checkbox"/> Guild<br><input type="checkbox"/> Mgmt / Unrepresented  | 10. Risk Code & Description<br><input checked="" type="checkbox"/> 0803/ All Ops<br><input type="checkbox"/> 5305/ Admin<br><input type="checkbox"/> 6901/ Volunteer<br><input type="checkbox"/> 6905/ Police<br><input type="checkbox"/> 6906/ Vol PD | 11. Grade<br><br>15  | 12. Initials<br><br>gm | 13. Date<br><br>9/17/09   |  |
| 14. Department<br>Planning & Community Development   |                          | a. Division  |  |  | b. Section             |   |  |
| 15. <b>Supervisory Certification.</b> I certify that this is an accurate statement of the major duties and responsibilities of this job and its organizational relationships and that the position is necessary to carry out functions for which I am responsible. |                          |  |  |  |                        |   |  |
| a. Typed Name and Title of Immediate Supervisor<br>Libby Hudson, Planning Manager  |                          |  |  | c. Typed Name and Title of Department Director<br>Kathy Cook, Director PCD                   |                        |   |  |
| b. Signature<br><i>Libby Hudson</i>  |                          | Date<br>9/17/09  |  | d. Signature<br><i>Kathy Cook</i>  |                        | Date<br>9-17-09   |  |
| 16. All statutory state and municipal mandates have been met.  |                          |  |  |  |                        |   |  |
| a. Typed Name of City Manager<br>Mark Dombroski  |                          |  |  | c. Typed Name of HR Representative<br>Jessica Neill  |                        |   |  |
| b. Signature<br><i>Mark Dombroski</i>  |                          | Date<br>9/17/09  |  | d. Signature<br><i>Jessica Neill</i>   |                        | Date<br>9-17-09   |  |
| 17. Description of Major Duties and Responsibilities (See Attached)  |                          |  |  |  |                        |   |  |

Remarks: JD - 038 Associate Planner (Current) removed. All Associate Planners now work under single job description.

# CITY OF BAINBRIDGE ISLAND

---

## *Job Description*

**JD-037**

**Job Title:** Associate Planner

**Department:** Planning & Community  
Development

**Reports To:** Planning Manager

**Effective Date:** January 1, 2000

**Revised Date:** September 17, 2009

### **SUMMARY:**

The Associate Planner is a senior professional position that serves as a mentor in a planning specialty area such as current planning, long range planning, or natural resources planning. Position responsibilities require innovative and proactive approaches, depend on specialty area functions, and include, for example, responsibilities for matters such as processing and reviews of land use applications for subdivisions and short-plats, administration of the Growth Management Act (GMA), updates of the City's comprehensive plan, housing plans, as well as natural resources functions such as shorelines management, State Environmental Policy Act (SEPA) review, wetlands, watershed, water quality, and/or forest practices. The Associate Planner also is responsible for presentations to the Planning Commission, City Council, and other planning hearings and judicial proceedings, and interfaces with the planning community, environmental groups, businesses, developers, State agencies, and other government organizations.

### **ESSENTIAL FUNCTIONS:**

Functions as a member of the current planning, long range planning, or natural resources team and works closely with the Director, Senior Planners, colleagues, and other persons to guide and help coordinate current, long range, and natural resources planning, complex projects, and day-to-day activities.

Ensures that projects and planning programs are administered in a manner consistent with the City and Department goals, policies, and regulations

Facilitates and performs planning department policy and code development functions, prepares reports and recommendations; and presents findings and recommendations to administrative or other agencies which includes the Planning Commission and City Council.

Coordinates and performs technical planning functions which includes matters such as meetings with development professionals on land use applications, environmental policies, codes, ordinances, and regulations; and analyses and approves or denies land use, building permit, and other applications.

Performs and facilitates planning and land use enforcement functions such as coordinating day-to-day compliance activities with other City departments, Building Official, and Code Enforcement Officer.

Coordinates current, long range, or natural resources project planning with local, state and federal agencies as appropriate. This includes responsibility for the City's most complex proposals and may involve development of innovative approaches, specialty area consultations, and project management.

**Examples of Specialty Area Functions Current Planning**

For Current Planning, this includes matters such as processing complex development applications and working with citizen committees, new ordinances and ordinance revisions, the State Environmental Policy Act (SEPA), or the Shoreline Management Act.

**Examples of Specialty Area Functions Long Range Planning**

For Long Range Planning, this includes matters such as Growth Management Act (GMA), new ordinances, updates of the City's Comprehensive Plan, natural resources planning, housing planning, neighborhood plans and special planning processes.

**Examples of Specialty Area Functions Natural Resources Planning**

For natural resources planning, this involves environmental analysis, policy design and development, education, legislative and judicial agency presentations, and implementation functions for a wide variety of complex, multi-disciplinary subject matter specialties such as are involved in shoreline management, natural resources management, wetlands, watershed and water quality protection, or forest practices.

**OTHER DUTIES AND RESPONSIBILITIES:**

Other duties and responsibilities include designated backup duties on behalf of the Senior Planner or representing the Director in matters which impact the operation of the department.

This job description reflects general details necessary to describe the job's essential functions and the job's level of knowledge and skill typically required. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, to equalize peak work, or otherwise balance the workload.

**WORKING CONDITIONS:**

The regular work schedule is Monday through Friday, 8:00 a.m. to 5:00 p.m. Attendance at evening meetings or other functions is required. Work is performed in an office and public meeting setting. Close and constant work with computers exposes the incumbent to normal emissions from the computer monitor. Repeated interruption of work is typical. This position requires frequent telephone contacts, computers operations, reading and repetitive motion tasks. Work may be performed outdoors in all kinds of weather. Conditions range from warm, sunny weather to windy, cold, wet and icy weather. Working conditions may also include noisy areas, and/or be exposed to hazards such as vehicle traffic, dampness, direct sunlight, communicable diseases, dust pollen, machinery or its moving parts, chemicals, pesticides, insecticides, cleaning agents or similar solutions and smoke. Protective clothing may be required for completion of some job requirements, including safety equipment, hard hats and/or other protective equipment.

**QUALIFICATIONS, SKILLS AND ABILITIES:**

Any combination of experience and training that provides the desired skills, knowledge, and abilities equivalent to a Bachelor's degree in urban planning, community development, public administration, natural resources, environmental studies, or related fields with continuing educations and three years of progressively responsible professional and specialty planning experience in a comparable environment.

- Ability to establish and maintain effective working relationships with the City Manager and City Council, Department Directors and senior management team, as well as colleagues and representatives from the public and private sectors
- Extensive knowledge of the concepts principles and practices of urban planning and community development with specialty skills in current, long range or natural resources planning
- Ability to develop short and long range work programs and to lead and coordinate work of colleagues in other divisions, departments or organizations
- Language skills: ability to read, analyze and interpret complex codes and documents to respond effectively to sensitive inquiries or complaints, and to make effective and persuasive written and oral presentations on controversial or complex topics
- Reasoning ability: ability to define and work with complex, interdisciplinary problems, collect data, establish facts and draw valid conclusions, to interpret an extensive variety of technical instructions in mathematic or diagram format, to deal with abstract, quantitative, qualitative, and concrete variables, and to develop, improved, innovative and standardized procedures

**PHYSICAL REQUIREMENTS:**

The Associate Planner will face office and meeting related physical demands, and may be required to sit for prolonged periods of time. The individual may be required to do repetitive arm/hand movement (i.e., keyboarding). The Incumbent must have the overall stamina and ability to perform moderate to strenuous physical activity, including the ability to bend, lift objects of more than 25 pounds, stand or walk for long periods of time. Vision must be sufficient to perform all duties. Corrective lenses may be utilized. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard. The incumbent must have the physical ability to perform all essential job functions with or without accommodation.

*Equal Opportunity Employer - Americans with Disabilities Act*

*The City of Bainbridge Island is an Equal Opportunity Employer. Women and Minorities Are Encouraged to Apply.*

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.*