

*GovJobsToday.com is the gateway to public service jobs in the Pacific Northwest.*

## **Associate Planner - City of Woodinville ( Job # 16-0005)**

Minimum Salary: **\$5,073.00 per month**

Maximum Salary: **\$6,475.00 per month**

Employment Type: Full Time

Department: Development Services

**Closes: June 02, 2016 at 5:00 PM**

(Open to current employees and the general public.)



### **Summary**

Woodinville is a city of 11,000 residents and 1,200 businesses located in the Sammamish Valley about 20 miles northeast of Seattle, Washington. Scenic landscapes, wineries, and craft brewers and distillers make Woodinville a tourist destination. Recreation opportunities and open space contribute to Woodinville's unique quality of life.

The Associate Planner requires an understanding of urban planning, zoning, environmental laws, principles, and practices. The position regularly interacts with other governmental agencies, professional consultants, property owners, the general public, and City employees. The candidate must perform a variety of administrative and professional technical work primarily in the current planning programs of the City, including review and processing of building permits, site plans, and other land use applications; assists the general public with zoning and land use-related inquiries. Enforces the City's land use and development codes through site visits, responding to complaints, and achieving compliance.

**MUST COMPLETE THE ON-LINE APPLICATION TO RECEIVE CONSIDERATION.**

### **Essential Functions**

Processes building, land use, and development permit applications including, but not limited to: site plans, building permits, and other land use actions for compliance with local and state land use and development regulations. Reviews engineering, architectural, and landscape plans as part of permit applications for compliance with development regulations, design review, and approved conditions.

Provides information to residents, business operators, architects, engineers, planners, contractors, land owners, and others regarding land use, zoning, planning activities, or city processes or activities.

Provides customer service at the front counter.

Performs research and prepares statistical data, reports and recommendations relative to land use, zoning code amendments, preliminary plats, conditional uses, Shoreline, SEPA, variances, and appeals of Hearings Examiner decisions. Research and draft various ordinances for review.

Responds to complaints of potential code violations including but not limited to signing, building occupancy, nuisances, housing conditions, construction, land use, zoning, noise, dumping, clearing, grading and filling, polluting, or other code related matters. Makes site visits to verify, investigate, respond to, and follow-up with complaints.

Prepares maps and graphics, including GIS and computer generated, for use in publications, reports, presentation and office reference material.

Provides written recommendations on SEPA threshold determinations on project permit applications.

May attend meetings after normal working hours and make presentations for City advisory commissions, Hearings Examinations, community outreach meetings, or Council meetings.

May assist in code development or long range planning functions, including sub area planning, comprehensive plan amendments or ordinance development, including working with City advisory groups.

Performs all duties of the Planner and other duties as required or assigned.

### **Education and Experience**

Bachelor's Degree in urban and regional planning, environmental sciences or related field. Three years of experience in providing professional planning services in a city or county, or as a contract planning consultant to city or county government, or an equivalent combination of education and experience.

### **Other**

The successful candidate must pass a Washington State background check to be considered for the position. Must possess a valid Washington State driver's license and meet the City's minimum driver approval standards.

\*Note: The City of Woodinville does not participate in Social Security, which means employees do not contribute to or earn Social Security credit while employed with the City. Further, the Social Security Administration applies a formula containing an offset to take into account employment with a nonparticipating employer. However, as a City of Woodinville employee, you may be eligible to participate in the Municipal Employee Benefit Trust (MEBT) plan; and depending on eligibility. There is also mandatory participation in the State Retirement Plan (PERS).

The City of Woodinville values diversity in its workforce and is an Equal Opportunity Employer that does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local laws.

## Attachments

### Location

Woodinville City Hall  
17301 133rd Avenue NE  
Woodinville, WA

The position descriptions are intended to present a descriptive list of the range of duties necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Essential duties include, but are not limited to those listed in the job description.

The City of Woodinville offers its' employees medical, dental, vision and life insurance coverage and other benefits. More detail about the City and its benefits is available on our website at [www.ci.woodinville.wa.us](http://www.ci.woodinville.wa.us).

**NOTE ON TEMPORARY / SEASONAL POSITIONS:** These positions are **not** eligible for paid leave, paid holidays, health or life insurance coverage or other parts of the employee benefit package. Benefits for these positions are limited to participation in the Municipal Employees' Benefit Trust (MEBT) in lieu of Social Security, coverage by Worker's Compensation, and other benefits that are required by State or Federal law or specifically approved by the City Council.

Questions regarding the on-line application process should be directed to [Linda Fava](#) at (425) 489-2700 EXT 2265 during office hours.

The City of Woodinville is an Equal Opportunity Employer, and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state, or local law.