

CITY OF GIG HARBOR
RESOLUTION NO. 338

A RESOLUTION RELATING TO THE CITY'S PERSONNEL REGULATIONS:
RECLASSIFYING AN EXISTING JOB POSITION AND ADOPTING A NEW
JOB DESCRIPTION TO THE CITY'S PERSONNEL POLICIES.

WHEREAS, the Gig Harbor City Council has approved the
creation of a new position of Associate Planner in 1992;
and,

WHEREAS, the existing personnel policies for the City of Gig
Harbor do not currently have a job description for the
"Associate Planner" position; and,

NOW, THEREFORE, the City Council of the City of Gig Harbor,
Washington, hereby RESOLVES that the attached job
description of the Associate Planner and Attachment "A"
detailing the salary schedule are hereby adopted as city
policy for inclusion in the Personnel Regulations.

PASSED this 9th day of December, 1991.



Gretchen A. Wilbert, Mayor

ATTEST:



Dennis R. Richards
Acting City Clerk

Filed with city clerk: 12/5/91
Passed by city council: 12/9/91

ASSOCIATE PLANNER

Nature of Work

Performs professional work in the fields of current planning, long-range planning and/or environmental analysis. Assists and may be responsible for the development and implementation of policies, procedures and practices to accomplish planning objectives; reviews zoning regulations, land use, environmental and natural resources, transportation and public facility elements. Position may be assigned to one or more fields, as determined by the Planning Director. Position is responsible for accomplishment of tasks as assigned, strong communication skills with the public and employees and sound organizational practices to assure optimum services to the community.

Position is responsible to provide 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. Position, as assigned by the Planning Director 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 considerable initiative, creativity, analysis and interpretation to create a motivating atmosphere. Supervision and guidance are provided by the Planning Director.

Controls Over Work

Under the supervisory control of the Director of Planning and within the framework of governing Federal, State, and local laws and policies established by the City Council, the incumbent will accomplish tasks related to an established planning program within the city as well as the tasks associated with the land use, building and environmental codes of the city. Supervision will be exercised by the Director of Planning on an as need basis for compliance with internal policies and procedures, quality of work, compatibility with city programs and policies, and manner and effectiveness in which the incumbent deals with subordinates, city officials, and the general public.

Ability to gain and retain effective working relationships with employees, city officials, other municipal agency officials and the general public is essential.

Representative Examples of Duties and Responsibilities

Provide basic and comprehensive information and interpretation of applicable city land use and development codes to the general public and the development community.

Under direction, conducts special land use, land economics, demographic, social, and economic studies and reviews other relevant factors relating to comprehensive planning issues.

Reviews and recommends changes to the city comprehensive plan and land use codes, provides professional policy guidance to the Planning Commission in writing, revising, and updating the comprehensive plan, organizes planning commission agendas and schedules, and participates in planning commission hearings.

Implements effective and trackable procedure for reviewing the processing of approved development plans, construction plans, and construction performance to assure compliance with city codes.

Provides assistance to the building official, as directed, by performing limited building permit review and inspection services.

Prepare or review environmental impact statements. Provide technical assistance in the analysis, coordination and implementation of environmental requirements and regulations under the City Environmental Policy Ordinance.

Review parcel and subdivision maps and building plans for compliance with appropriate regulations; work with property owners and the development community on acceptable property development and land use.

Process land use permits such as shoreline, zoning conditional use, variances, rezones and comprehensive plan amendments, site plans, subdivisions and short plats; prepare reports and recommendations; conduct public hearings before the City Planning Commission and City Hearing Examiner.

Investigate potential violations of city land use regulations. Prepare documentation reports and issue notices of violation and assessment of city penalties.

Coordinate project activities with other staff, city departments, county and state agencies and the City Planning Commission. Compile information and make recommendations on special studies. Prepare complex planning reports.

Knowledge, Abilities and Skills

Good knowledge of the principles and practices of public planning and the socio-economic and environmental aspects involved.

Good knowledge of the modern trends in literature in the field of planning.

Knowledge of the Shoreline Management Act, State Environmental Policy Act, Growth Management Act and municipal land use, zoning, annexation and subdivision statutes.

Knowledge of PC computers and word processing/database software.

Knowledge of applicable Federal, State, and local laws, codes and ordinances and standards pertinent to municipal planning, development and environmental quality.

Ability to think conceptually, observe and evaluate trends, analyze data and draw conclusions.

Ability to communicate effectively, both orally and in writing.

Ability to work comfortably with citizen advisory commissions, elected officials and ad-hoc citizen groups in a conference environment as well as in public assemblies and meetings.

Physical Demands and Work Environment

This work is performed in an office environment. A very slight amount of local travel is involved in land use surveys and site visits. Consequently, the incumbent could be exposed to occasional inclement weather and the normal transportation activity. Work requires average physical agility and dexterity. Attendance at night meetings is expected and required.

Qualifications Required

Minimum:

Graduation from a four-year college or university with major course work in urban or regional planning, environmental studies, public administration or a closely related field and two years of professional planning experience.

ATTACHMENT "A"

1992 SALARY SCHEDULE

<u>POSITION</u>	<u>RANGE</u>	
	<u>Minimum</u>	<u>Maximum</u>
City Administrator	\$ 3,860	\$ 4,825
Public Works Director	3,505	4,380
Chief of Police	3,275	4,090
Planning Director	3,025	3,780
Finance Officer	2,840	3,550
Police Sergeant	2,735	3,415
Public Works Supervisor	2,680	3,350
Sewer Plant Supervisor	2,495	3,113
Fire Marshal/Building Official	2,450	3,060
Police Officer	2,375	2,965
Public Works Foreman	2,335	2,915
<u>Associate Planner</u>	2,271	2,835
Sewer Plant Operator	2,270	2,835
Equipment Operator	2,215	2,770
Maintenance Worker	2,115	2,640
Engineering Technician	2,060	2,575
Administrative Assistant	1,975	2,465
Planning/Building Technician	1,975	2,465
Laborer	1,755	2,195
Court Clerk	1,710	2,135
Police Clerk	1,620	2,025
Accounting Clerk	1,620	2,025
Utility Clerk	1,620	2,025
Office Clerk	1,480	1,850
Administrative Receptionist	1,480	1,850
Police/Court Assistant Clerk	1,480	1,850
Assistant Court Clerk	1,480	1,850