Position Title: Planner III  
Reports to: Comm. Dev. & Planning Director  
FLSA Status: Nonexempt  

BASIC FUNCTION: Evaluate development proposals and planning policies for consistency with local and state land use, environmental, shoreline and growth management laws. Recommend actions on land use and development proposals and appeals, negotiate with project applicants, and present recommendations in public meetings and hearings.

Reviews simple land divisions, short plats, variances, shoreline permits, CUPs, open space applications, site specific redesignations and subdivisions for conformance with county code and State law/regulation including (SEPA). Processes administrative appeals. Conducts research, & prepares & processes code amendments. Involves interpretation of regulations & State law & research/development of code amendments. Ability to analyze complex policy and regulatory issues and present a cohesive argument to decision-makers.

MINIMUM QUALIFICATIONS: Bachelors degree in urban or regional planning with at least three years experience in government planning environment with at least one year of long range planning responsibility, or an equivalent combination of education, training and experience that demonstrates the ability to perform the essential functions of the position. Training or experience in review of construction plans, biology, hydrology, soils, horticulture or natural resources helpful but not required. Must be able to work effectively with the public, in confrontational or adversarial situations. Must be able to interpret maps, property descriptions and technical documents. Requires excellent written and verbal communication skills, the ability to make public presentations and prepare graphic displays of information.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. As assigned, assists in the formulation of long-range, comprehensive and functional plans to address land use, housing, water resources, transportation, capital facilities, and historic preservation. Reviews land use and development proposals and researches, analyses and interprets applicable regulations to formulate an appropriate response to, or recommendations on proposals, in accordance with the code.

*2. Participates in public and citizen advisory committee meetings on comprehensive planning and plan development and implementation. Meets with the public to review current development proposals.

*3. Prepares and presents testimony and recommendations for public hearings before the Board of County Commissioners, the Planning Commission, the Board of Adjustment, the hearing examiner, shorelines hearings board, and the courts.
Position Title: Planner III  
Page 2

4. Interprets and develops administrative practices for application of state and local laws. Confers with elected officials, other agencies, interested groups, and individual citizens on specific planning programs and regulations relevant to development proposals.

5. Assists in researching, evaluating and writing plans and ordinances or amendments and recommends proposals for amendments to ordinances which affect land and shoreline development.

6. Reviews and evaluates major development proposals for compliance with local and state land use laws.

7. Performs development review tasks according to law and maintains public records of actions. Conducts site inspections to assess development proposals.

8. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

9. Serves as lead on special projects as assigned. When authorized by Director, delegates work projects and provides guidance to other section members. Will be cross-trained to support the work of other in the department, as workload allows and as assigned.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and occasional walking. The employee is occasionally required to lift objects weighing up to 20 lbs. and must occasionally lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position requires the ability to calculate mathematical problems.

EQUIPMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Table</td>
<td>8</td>
<td>X</td>
</tr>
<tr>
<td>Computer</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>Copy Machine</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>Calculator/Audio Visual Equipment</td>
<td>8</td>
<td>X</td>
</tr>
<tr>
<td>Geographic Tools</td>
<td>8</td>
<td>X</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Normal office environment. Regularly visits site locations via auto, ferry, commercial aircraft or county boat. Some overtime and non-standard work hours may be required.

San Juan County