SAN JUAN COUNTY
POSITION DESCRIPTION

Position Title: Planner II
Date: Revised March 2, 2012

Reports to: Department Director
Department: Community Dev. & Planning

FLSA Status: Non-Exempt
Positions Supervised: None

BASIC FUNCTION: Evaluate development proposals for consistency with local and state land use, environmental, shoreline and growth management laws and regulations. Recommend actions on land use and development proposals and present recommendations in public meetings and hearings. Reviews simple land divisions, short plats, boundary line modifications, provisional permits & variances for conformance with county code and State law/regulation including the State Environmental Policy Act (SEPA). Involves review of stormwater plans and building permits for compliance with development codes and regulations. Involves interpretation of regulations and State law as well as the ability to develop solutions to stormwater management and other regulatory problems.

MINIMUM QUALIFICATIONS: Bachelor’s degree in land use planning, natural resource management, natural sciences, environmental policy, or related field. Training or experience in review of construction plans for compliance, and in the fields of biology, hydrology, soils, horticulture or natural resources. Training and experience as a wetland professional/consultant; including delineating wetlands using the state or federal manuals, preparing wetland reports, conducting function assessments, and developing and implementing mitigation plans preferred. An equivalent combination of education, training and experience that demonstrates the ability to perform the essential functions of the position may be considered. Must be able to effectively communicate with the public and staff or other departments and agencies to effectively manage confrontational or adversarial situations. Must be able to interpret maps, property descriptions and technical documents. Must have excellent written and oral communication skills. Requires computer and word processing skills, including familiarity with Microsoft Word and Excel.

PRINCIPAL DUTIES -- Asterisk designates essential function

*1. Provide information to, and assist permit applicants with the permit application process.

*2. Provide information at service counter, by telephone, or letter regarding the various land use laws, including the shoreline master program, regulations affecting wetlands, flood areas, bank stability, wildlife habitat, archeological deposits, subarea plans, and the impact of those laws on the permit application process.

*3. Assess land use and development proposals or appeals for consistency with applicable regulations. Make site visits and take photographs or videos. Assist with
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*4. Answer land use inquiries from public. Meet with applicants and their agents prior to submittal of application to advise on regulatory requirements and specifics of the application process.

*5. Review and keep abreast of federal, state and local environmental laws and determinations. Prepare initial SEPA application determination. Compile application packets for agency review.

*6. Review and approve or deny applications for simple land divisions, boundary line modifications, exemptions from land use and shoreline permit requirements.

*7. Participate in development of land use policy and regulations.

*8. Research special problems and suggest methods of resolution.

*9. Make site visits to confirm that conditions of approval are met. 10. 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.

10. Other duties as assigned.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and occasional walking. The employee is occasionally required to lift objects weighing up to 10 lbs and must infrequently 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 occasionally 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>Maps, aerial photos, measuring tools</td>
<td>2</td>
<td>☒ Daily ☐ Weekly ☐ Monthly</td>
</tr>
<tr>
<td>Camera, video camera</td>
<td>2</td>
<td>☐ Daily ☒ Weekly ☐ Monthly</td>
</tr>
<tr>
<td>Vehicle</td>
<td>8</td>
<td>☐ Daily ☒ Weekly ☐ Monthly</td>
</tr>
<tr>
<td>Telephone</td>
<td>3</td>
<td>☒ Daily ☐ Weekly ☐ Monthly</td>
</tr>
<tr>
<td>Copy machine</td>
<td>.5</td>
<td>☒ Daily ☐ Weekly ☐ Monthly</td>
</tr>
<tr>
<td>Fax</td>
<td>.5</td>
<td>☒ Daily ☐ Weekly ☐ Monthly</td>
</tr>
<tr>
<td>Computer</td>
<td>5</td>
<td>☒ Daily ☐ Weekly ☐ Monthly</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Normal office environment. Must regularly visit site locations.