Position Title: Planner IV
Date: Revised February 12, 2010
Reports to: Director of Comm. Dev. & Planning
Department: CD&P
FLSA Status: Non-exempt
Positions Supervised: None

BASIC FUNCTION:
Formulate planning policies and implementation methods for land and shoreline use and development, resource management, housing, public facilities, transportation, etc. Facilitate public participation in development of policies and regulations for these. Evaluate planning policies for consistency with local and state land use, environmental, shoreline and growth management laws. Develop and evaluate information and alternatives for a broad range of planning issues and prepare studies, reports and maps and present recommendations in public meetings and hearings.

Reviews simple land divisions, short plats, variances, shoreline permits, CUPs, & subdivisions for conformance with county code and State law/ regulation including SEPA. Processes administrative appeals. Conducts research & prepares & processes comprehensive plan & complex code amendments. Involved interpretation of regulations & State law; research/ development of comprehensive plan & code amendments; & hiring/ management of consultants to assist the County with data gathering, analysis and code/ comp plan amendments. Ability to analyze complex policy and regulatory issues and present a cohesive argument to decision-makers.

MINIMUM QUALIFICATIONS
Masters degree in urban or regional planning with five years government planning experience or equivalent, Growth Management Act or Shoreline Master Plan experience preferred. Training or experience in review of construction plans, biology, hydrology, soils, horticulture or natural resources helpful but not required. AICP strongly preferred; or an equivalent combination of education, training and experience that demonstrates the ability to perform the essential functions of the position. 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 project management and written and verbal communication skills, and the ability to make public presentations and prepare graphic displays of information.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Formulates long-range, comprehensive and functional plans to address land use, housing, water and marine resources, transportation, capital facilities, utilities and historic preservation. Develops and evaluates information and alternatives for a broad range of long-range planning, community development and resource management issues.
*2. Formulates strategies and programs for citizen participation including work program preparation, organization, and implementation. Facilitates public and citizen advisory committee meetings on comprehensive planning and plan implementation.

*3. Prepares and presents testimony and recommendations for public hearings before the Board of County Commissioners, the Planning Commission, growth management hearing board and the courts.

*4. Organizes and coordinates interdepartmental comprehensive planning project efforts, including research, writing/editing, and mapping with the geographic information system.

*5. Researches, evaluates and writes plans and ordinances or amendments and recommends proposals for amendments to ordinances which affect land and shoreline development and resource management.

*6. Serves as project manager for long-range planning or special projects as assigned. When authorized by Director, delegates work projects and provides guidance to other county staff.

7. Works with the highest ethical standards, in accordance with RCWs 42.23.020-070, 42.17, 42.52 and the San Juan County Personnel Rules, providing courteous and efficient service.

8. 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 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>
</tbody>
</table>

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