Position Title: Planning Coordinator/Deputy Director  Date: November 14, 2008
Reports to: Director/Chief Building Official  Department: CD&P
FLSA Status: Non-exempt  Positions Supervised: Planners and Department Assistant

BASIC FUNCTION:
Supervise the day-to-day activities of planners, assign and coordinate work tasks. 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.

MINIMUM QUALIFICATIONS
At least two years of experience supervising planning staff in addition to either a masters degree in urban or regional planning or related field with two years experience in land use planning coupled with at least two years in local or regional government planning; or a Bachelors degree in urban and regional planning or related field with four years experience in land use planning; 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. Supervises the day-to-day activity of planners, and assigns and coordinates work tasks.

*2. 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.

*3. 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.
**Position Title:** Planning Coordinator/Deputy Director

*4. 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.*

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

*6. 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.*

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

*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.*

**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>
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**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.