



# Job Description

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**JOB TITLE:** Planning Director

**DEPARTMENT:** Planning

**REPORTS TO:** Mayor

**SUPERVISES:** Building Official and contract services for the Planning Department

**DEFINITION:** Exempt position, works closely with the Mayor. This position involves the full range of planning responsibilities including long range and current planning, code administration and enforcement. The Planner processes and evaluates all land use and development applications for compliance with Town codes and regulations, administers zoning, subdivision, shoreline management and environmental regulations, develops plan and code amendments, and provides planning assistance and information to the public. The Planner serves as staff to the Town Council, Planning Commission, and the Historic Preservation Commission.

## **ESSENTIAL DUTIES:**

### **Current Planning:**

- Receives, evaluates and processes land use applications, such as conditional use permits, variances, shoreline permits, and plats and presents to the Hearing Examiner.
- Acts as the Town's Responsible Official in issuing threshold determinations and carrying out other provisions of SEPA.
- Serves as the Town's Floodplain Administrator.
- Interprets and enforces the Coupeville Development Regulations.
- Interprets and administers the Ebey's Landing National Historical Reserve Design Guidelines and provides staff support to the Historic Preservation Commission in implementing the Guidelines and the Secretary of Interior guidelines for Historic Preservation.
- Acts as staff to the Planning Commission.
- Attends Town Council meetings and gives presentations.
- Reviews building permit applications for zoning compliance.
- Assists the public with applications and inquiries.
- Maintains office records, and develops procedures for receiving and processing applications, requests, appeals and other matters.
- Drafts policies and regulations.
- Coordinates with Town staff on development projects.
- Provides departmental input to the annual budget process.



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## **Comprehensive Planning:**

- Prepares new and revised development regulations as required.
- Updates long range plans, including the Comprehensive Plan and Shoreline Master Plan as necessary.

## **MINIMUM QUALIFICATIONS:**

B.A. in Planning (or equivalent) required. Minimum of five years of progressively responsible experience in municipal planning involving both short- and long-range planning required. Knowledge and familiarity with GMA, SEPA, Historic Preservation and the Shoreline Management Act required. Ability to interface with public, ability to speak and write clearly, and ability to function calmly in stressful situations required. Computer experience required. AICP (American Institute of Certified Planners) membership preferred.

Must have above average verbal and written communications skills, a strong desire to serve the public in a responsive and creative manner and a commitment to innovative planning.

## **WORKING ENVIRONMENT:**

Work is performed primarily in a small office environment, as well as occasional site visits in the field. May be required to walk on uneven terrain and work in all types of weather conditions. Work requires adequate hearing to monitor and hear safety warnings on a building site, visual acuity to read and interpret engineered drawings and blueprints and to use a computer.

This employee must have the ability to work in a fast-paced environment and be able to handle multiple tasks at one time. Must have the ability to establish and maintain effective working relationships with Town staff, citizens and other organizations and agencies. Attendance at night meetings is required on a scheduled basis.

## **ESSENTIAL PHYSICAL ABILITIES:**

Sufficient clarity of speech and hearing or other communication capabilities, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;

Sufficient visual acuity, which permits the employee to read and interpret engineered drawings and blueprints, to use a computer and to comprehend written/typed documents and text materials;

Sufficient manual dexterity, personal mobility, flexibility, agility and balance, which permits the employee to operate standard office equipment, including a personal computer, and operate a motor vehicle; to sit and work at a keyboard for an extended period time, lift up to 25 pounds, work in an office environment, and make occasional site visits.

The statements contained herein reflect the general details as necessary to describe the principal functions of the job, the level of knowledge and skill



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typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak periods, or otherwise balance the workload. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**The Town of Coupeville is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state, or local law.**

*Note: In accordance with the Immigration Reform and Control Act of 1986, employment of persons hired by the Town will be contingent upon presentation of acceptable documents verifying the authorization of employment in the United States.*