

# Assistant Planner Job Description

**Location:** Coupeville, WA, United States

**Salary Range:** \$50,980 - \$57,885

**Status:** Open until filled. Initial batch of applications will be reviewed on January 29, 2021

**Job Type:** Full Time/ Full Benefits

The Town of Coupeville, located on Whidbey Island, is currently recruiting for the position of Assistant Planner. Under supervision of the Planning Director, the role of the Assistant Planner is to perform professional current and long-range planning duties of moderate difficulty; to perform office and field assignments in explaining and enforcing Town development regulations; to perform related work as required.

## Functions

- Develops planning studies and reports in support of new and updated plans, programs and regulations.
- Reviews or assists in the review of development proposals and site plans for conformance with codes, plans, and regulations.
- Prepares and presents detailed reports on development proposals to the Planning Commission, Hearing Examiner, Town Council, Historic Preservation Commission and other official bodies.
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates.
- Evaluates or assists in the evaluation of design review, review and processing of land use applications, administering zoning, subdivision ordinances, and other planning documents.
- Initiates actions necessary to correct deficiencies or violations of regulations; including enforcement of Town codes and regulations.
- Assists the Planning Director in acting as liaison between community groups, government agencies, developers and elected officials.
- Coordinates community review of public and private development projects.
- Provides information to the public regarding development regulations.
- Assists in resolving citizen and customer issues.
- Conducts field evaluations and assessments.
- Attends occasional evening meetings.

## **Desired Knowledge**

- Knowledge of the principles and practices of planning.
- Knowledge of a relevant specialization such as historic preservation, land use, environmental planning or affordable housing is desired.
- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing techniques.
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.

## **Desired Skills**

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to create graphic designs, maps, development strategies, and render site plans via sketches and/or computer graphics highly desirable.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind.

## **Minimum Qualifications**

Bachelor's degree in urban planning, architecture, public policy, or related area of study in addition to one year of planning experience.

**To apply, visit the Town's website at [www.townofcoupeville.org/join-our-team/](http://www.townofcoupeville.org/join-our-team/)**