



Employment Opportunity

Kittitas County, Washington

POSTED: 5/12/16

CLOSES: When Filled

PLANNER III

This position in the Public Works Department is a regular, full-time, non-exempt, non-union position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening of applicants will commence on 5/19/16.

SALARY RANGE: \$3,856 - \$5,090 per month

ESSENTIAL FUNCTIONS:

Administration and enforcement of the County's development regulations and road standards

- Coordinate public meetings and hearings as support to the Hearing Examiner, Planning Commission, and the Board of Adjustment.
- Coordinate and support County's administrative committees for planning and engineering issues such as the Road Variance Committee.
- Administer various federal, state, and local codes including environmental, transportation, and land use codes.
- Interpret floodplain development codes, land use codes and plans for the public and appointed or elected officials and advise them on the issues.
- Prepares annual floodplain development permit compliance reports to FEMA .
- Interpret the Kittitas County Comprehensive Plan and the County's Transportation Plan for county officials and the public.
- Administer the development permit process for compliance to transportation and land use codes and plans.
- Inspect and enforce county development code requirements and violations in conjunction with the Prosecuting Attorney.
- Create reports at the request of county officials on land use and floodplain development issues of special concern.
- Coordinate as lead agency development review and approvals from public and private agencies.

Assist the public with interpretations of the federal, state, and county development regulations and the Kittitas County Comprehensive Plan

- Answer questions from customers with regards to federal, state and county development regulations, the Kittitas County Comprehensive Plan, floodplain development regulations and issues regarding the County's Flood Control Zone District.
- Assist the public with land use petitions or applications and review them for completeness.

Develop and implement revisions to existing County Code and the Kittitas County Comprehensive Plan

- Conduct research and analysis of land use issues for revisions to the County Code and the Kittitas County Comprehensive Plan.
- Analyze planning issues for reports to the Hearing Examiner, Planning Commission, Board of Adjustment, and Board of County Commissioners.
- Research national, state, and local codes pertaining to amendments to the County Code.
- Analyze land use data to assist in evaluation of land use regulations and policies.
- Create ordinances pertaining to land use issues for the zoning, subdivision, and other pertinent codes.
- Coordinate with the State of Washington on interpretations and application of the Growth Management Act.

Provide floodplain management services

- Review floodplain related projects and process applications for floodplain permits, shoreline substantial development permits, and shoreline variances.
- Explain the requirements of the National Flood Insurance Program (NFIP) and the community's Flood Control Zone District program to the general public, elected officials, and county staff.
- Maintain records and documents that keep the community eligible to participate in the NFIP and the community Rating System (CRS).
- Maintain county floodplain management files, Flood Insurance Rate Map (FIRM) files, the county's floodplain management program documents, Federal Emergency Management Agency (FEMA) map revisions, and elevation certificates.
- Review, and coordinate the revisions to the community's FIRMs.
- Prepare and coordinate FEMA hazard mitigation, flood mitigation assistance, and pre-disaster grant program applications.
- Meet with FEMA and state representatives for Community Assistance Visits (CAV), Community Rating System (CRS) reviews, and other actions for coordination.
- Monitor and coordinate other federal and state floodplain management programs.
- Review and coordinate floodplain related projects, studies, and plans.
- Provide floodplain management guidance related to community drainage improvements, flood protection, flood management, and flood mitigation projects.
- Prepare and manage water resource grants working closely with the Water Resources Manager and the Financial Systems Manager.

OTHER FUNCTIONS:

- Update and develop Kittitas County's Geographic Information Systems (GIS) land use data structures in coordination with the Information Services Department and create maps.
- Assist in the development and preparation of plans specifications and estimates for Public Works construction projects and environmental permitting.

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Planning, Geography or Public Administration with two (2) years planning experience, OR a Bachelor's degree in another field and four (4) years experience in planning, OR four (4) years' experience as a Planner II or equivalent planning position.
- Valid Washington State Driver's license.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Excellent verbal and written communication skills, including public presentations.
- Proficient in the operation of computers including Microsoft Office, and ability to use or quickly learn other programs specific to the needs of the position.
- Strong interpersonal skills.
- Ability to interpret and implement federal, state, and local environmental and land use codes and the Kittitas County Comprehensive Plan.
- Basic knowledge of FEMA, the NFIP, and FIRM's.
- Ability to multitask and maintain a high level of organization.
- Ability to research and analyze complex data and explain concepts in layman's terms.

PREFERRED QUALIFICATIONS:

- Six (6) or more years of planning experience.
- Experience in the operation of Geographic Information Systems (GIS).
- Experience in floodplain management.

WORKING CONDITIONS:

Work is primarily performed in an office environment with prolonged periods of computer operation. Occasional travel throughout the county may be required for site visits as needed. Work may include exposure to inclement weather such as temperature extremes and/or windy, dusty conditions. Must have the ability to sit, stand, walk, stoop, kneel, crouch, and traverse a variety of surfaces; ability to use standard office equipment; hearing and speech to communicate clearly in person or over the telephone; and the strength to lift, pull, push, and/or carry up to 25 pounds and possibly more with assistance. Must have close, distance, color and peripheral vision, depth perception, ability to adjust focus, and ability to read printed materials and a computer screen.

This position may encounter upset and/or verbally abusive citizens. The employee must be able to work independently and maintain a positive working relationship with others.

Must be able to safely operate a motor vehicle in a variety of weather conditions, and in daylight and darkness. Employee may be required to utilize his/her private vehicle in the performance of the job duties, but will be reimbursed for mileage. Safety rules must be adhered to at all times and PPE must be worn when required.

The work schedule is typically maintained during normal office hours; however, there will be occasions that require attendance at evening meetings, with potential need to respond during and after emergency situations. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Letter of Interest; 4) Supplemental Exam Answers and 5) Three (3) Professional References. **Please note: All applications must be submitted online; paper copies will not be accepted.**

SUPPLEMENTAL EXAM QUESTIONS:

- (1) How will you prioritize projects for implementation from numerous adopted basin plans with various types of projects such as: flood alleviation, flow augmentation, habitat enhancement and levee setback construction?
- (2) Please discuss your experience working with private landowners, technical agency staff and special interests groups on large multi-jurisdictional planning efforts.