

City of Spokane Valley Employment Opportunity

POSITION: PLANNER

ABOUT THE CITY: Spokane Valley is a city with a current population of over 95,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination. Spokane Valley is a high-performing organization, and employs the use of best practices. We are a workforce based upon loyalty, accountability and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. If working for a fast-paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful and rewarding, we urge you to complete an application.

ABOUT THE POSITION: Spokane Valley is seeking a highly qualified and enthusiastic employee to serve our City as a regular, full-time Planner. The ideal candidate will have exceptional professional skills and a strong desire to provide superior service to both internal and external customers.

SELECTED EXAMPLES OF DUTIES: Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons. Reviews development and related land use permit applications, site plans, variance applications, etc.; examines applications for compliance with established plans and ordinances, and applicable local, state or Federal regulation; solicits input from appropriate staff, schedules hearings and actions, monitors through the approval process, enforces compliance with regulations. Administers the sign code; reviews and approves sign permit applications. Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development. Prepares and writes grant applications or application components. Responds to local citizens inquiring about local planning and zoning regulations and ordinances. Develops long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed. Makes presentations to supervisors, boards, commissions, civic groups and the general public. Prepares a variety of studies, reports and related information for decision-making purposes. Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and long range comprehensive plans, projecting trends, monitoring socio-economic data, etc. Assists in the development and implementation of the City's comprehensive plan including land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements. Provides staff support to the Planning Commission as needed and assigned. Prepares planning reports and supporting data, including recommendations or various long range planning proposals. Assists in setting up and maintaining data bases of information for planning purposes. Responds to local citizens inquiring about local planning and zoning regulations and ordinances.

DESIRED MINIMUM QUALIFICATIONS: **Education and Experience:** Graduation from an accredited four-year college or university with a Bachelor's degree in land-use planning, urban planning, landscape architecture or a closely related field and two (2) years of experience in urban planning or related field. **Necessary Knowledge, Skills and Abilities:** Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; extensive knowledge of planning programs and processes; working knowledge of Personal Computers and GIS applications; and ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; ability to establish effective working relationships. A key value of the City is customer service.

SPECIAL REQUIREMENTS: AICP certification preferred but not required. Good working knowledge of Washington State law including GMA, SEPA, and SMA. Must possess a valid State driver's license or have the ability to obtain one prior to employment. Successful completion of a background check, including a criminal history check, is a requirement of employment at Spokane Valley.

SALARY: Salary Range is \$4,889.66 – \$6,414.02 per month. This is a represented, FLSA exempt position.

BENEFITS: Health benefits are provided through the Association of Washington Cities Employee Benefit Trust. The City currently provides medical, dental, life, long term disability, vision, and Employee Assistance benefits. Holiday, vacation, and other paid leaves are provided. The required retirement system of the City is Washington Public Employee's Retirement System (PERS) which requires an employee contribution. The City does not participate in Social Security. However, the City has adopted an ICMA-RC 401(A) Social Security substitute plan with the same contribution rates as FICA.

TO APPLY: Interested and qualified persons are invited to submit a complete City application, résumé and cover letter, and list of five (5) work-related references (name and phone number) via our Online Application System at <http://www.spokanevalley.org> – Click on Jobs.

APPLICATION DEADLINE: Apply Immediately. Posted September 13, 2018. Open until filled.

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.
We are an Equal Opportunity Employer*

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