

WHITMAN COUNTY
Human Resources
WHITMAN COUNTY COURTHOUSE
COLFAX, WASHINGTON 99111
509-397-6205 Fax: 509-397-6255



JOB ANNOUNCEMENT

Position: Assistant County Planner

Department Title: Public Works

Salary: \$4073.00 per month plus medical, dental, vision and retirement benefits

Union Status: Non-Represented

Closing Date: Until Filled

Location: Colfax, WA

Selection Process: Applicants must submit a signed Whitman County application form and resume. Responses will be reviewed and evaluated for quality and quantity of education/experience to determine applicants invited for an interview.

Submission: Applications and resumes can be;

- emailed to jobs@whitmancounty.net
- faxed to 509-397-6355
- mailed or delivered to 400 N Main, Colfax, WA 99111

Reports to: County Planner

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

WHITMAN COUNTY IS A SMOKE-FREE WORK PLACE
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
AMERICANS WITH DISABILITIES ACT

Any persons requiring accommodation should advise us of that need

ASSISTANT COUNTY PLANNER

WHITMAN COUNTY PUBLIC WORKS DEPARTMENT

BASIC PURPOSE

To assist with performing the routine planning duties associated with the County's land use plans and projects for the Public Works Department and other related work.

NATURE OF WORK

This is responsible professional planning work involving research and planning to provide recommendations for short range development of the County. The employee of this class is responsible for assisting in the administration of land use regulations such as Comprehensive Plan amendments, rezones, site plan review and the enforcement of zoning codes. Work will require the employee to develop an understanding of the codes, and consistency with past interpretations and County policy. The employee of this class will have contact with the Board of Adjustment, Planning Commission, public and other agencies. Work will require attendance at evening meetings.

Work is normally performed in an office setting. There could be travel requirements for area meetings and site visits.

ESSENTIAL FUNCTIONS:

- Comprehend regulations such as the comprehensive plan, zoning, subdivision, shorelines, critical areas ordinances and apply land use regulations.
- Communicate with the public.
- Communicate clearly and concisely both orally and in writing.
- Prepare accurate and concise reports.
- Travel and perform site inspections.
- Prepare reports and findings of fact for various public hearings.
- Operate computer and appropriate software.
- Deal with the public regarding permit inquiries, and in the processing of various kinds of applications for permits.
- Prepare and present materials for public presentation.
- Respond to questions from the public on planning and zoning matters.
- Assist with completion of clerical type tasks.

NON-TECHNICAL ESSENTIAL FUNCTIONS:

Establish effective working relationships with the co-workers, public, elected and appointed department heads; organize priorities for timely accomplishment.

SUPERVISION EXERCISED AND RECEIVED

Supervision may be exercised over clerical support staff.

Work is performed under the general direction of the County Planner who reviews work through reports, consultation and results obtained.

SELECTION CRITERIA

Knowledge, Skills and Ability:

- Knowledge of land use planning and planning principles and practices.
- Knowledge of codes and legal requirements relating to planning.
- Knowledge of modern data processing methods, application and equipment.
- Demonstrated ability to meet the criteria of essential job functions and non-technical essential job functions.

EXPERIENCE, EDUCATION, AND TRAINING

Bachelor's degree in Planning or related field; relevant work experience or internship experience, or substituting, on a month for month basis, any combination of experience, education or training which would provide the level of knowledge and skill required.

Possession of, or ability to obtain, a valid driver's license.

A working knowledge of fundamental word processing techniques.

County Planning currently is occupied mostly with fielding permit inquiries and the processing of SEPA Environmental Checklist, Zoning Certificates of Compliance for rural residences, Zoning Conditional Uses, Zoning Variances, Zone Changes, Short Plats, Shoreline Permits.

The Assistant County Planner will become familiar with and eventually become responsible for the routine application of the County's land use regulations.

This planner will also assist the County Planning staff and commission in the Comprehensive Plan update; revision of other ordinances, and other associated duties.

SUPPLEMENTAL QUESTIONS

INSTRUCTIONS: This questionnaire is part of the application process. The information requested will be used to help determine applicant's further consideration for this position. **A signed Whitman County application and resume must be submitted along with this questionnaire.** Please use a separate piece of paper if more space is needed.

1. What are the items on a site plan map that are of interest to a planner?

2. Have you worked with the Washington Department of Ecology regulations? Describe the circumstances.

3. What type of planning experiences and/or knowledge have you had? Please check below and expand upon that experience/knowledge.

1 Transportation:

2 Environmental:

3 Enforcement:

4 Subdivisions:

5 Federal Population and Housing Census:

6 Comprehensive Planning:

7 Economic Development:

8 Small Town Assistance:

9 Rural Land-Use Planning:

10 Landscape Architecture:

11 Graphic Presentations:

12 Computer-Generated Planning