

**Town of Steilacoom
Job Description**

Incumbent: _____ **Supervisor:** _____ **Public Works**

Position Title: **Town Planner**

Date: 10/5/22

Basic Function: Administers the implementation of zoning, subdivision, shoreline management, historic preservation, and other land use ordinances; provides public information, work plans, and budgets; ensures implementation of the Steilacoom Comprehensive Plan.

Reports To: Town Administrator

Supervises: Building Inspector and Historic Preservation Officer

FLSA Status: Nonexempt

Essential Duties and Responsibilities:

1. Accurately and consistently enforces and interprets Town Ordinances as they pertain to short and long-term planning, building, zoning, SEPA, historic preservation, and shoreline projects.
2. Maintains/Updates the Town’s Comprehensive Plan.
3. Supervises/directs staff, and consultants.
4. Researches, recommends, and updates revisions to codes/policies as they relate to growth management, subdivision, building code, historic preservation, the comprehensive plan, and the shoreline plan.
5. Provides accurate and easy to understand public information on land use, development, design, environmental, and other planning matters. Promotes positive public relations.
6. Assists in the development/implementation of planning goals/objectives, work plans, and budgets.
7. Serves as staff person to the Planning Commission. Represents the Town at public meetings, hearings, and workshops as assigned. Prepares written reports for meetings and makes presentations in support of planning functions.
8. Keeps informed of grant opportunities and develops grant applications as necessary.
9. Works within assigned projects. *The duties listed above are illustrations of the types of work that may be performed in the position. Omission of specific statements of duties does not provide an exclusion if the work performed is similar, related, or a logical assignment to the position. The job description may be subject to change by the employer as the needs of the employer and/or requirements of the job change.*

Knowledge, abilities, and Skills:

1. Interprets principles/practices of urban planning, urban design, land use concepts, and possesses the ability to apply those concepts to Town programs and regulatory requirements.
2. Knowledgeable in the concepts of historic preservation/architecture, and understands the requirements of certified local governments.
3. Writes/prepares technical information and explains same to others
4. Accurately/uniformly interprets codes, ordinances, goals, policies, and plans.
5. Attends and/or facilitates meetings as required.
6. Uses verbal/written skills to communicate in a tactful, diplomatic, and professional manner.
7. Prioritizes work, works in an intense project environment, and meets schedules.
8. Supervises/evaluates personnel and projects as assigned.

Minimum Qualifications:

1. BA in Urban Planning or related field.
2. Progressively responsible professional planning experience may be substituted for education.

Desirable Qualifications:

1. Two years (current) urban planning/project experience.
2. Public speaking skills.
3. Grant writing experience.
4. SEPA, Shoreline Management and Growth Management Act knowledge/experience.
5. GIS experience

Working Conditions:

Daily work in office and outdoors in all types of weather. Driving/Inspection of various sites. Work may involve occasional attendance at evening meetings.

Physical Requirements:

The incumbent must be able to traverse uneven terrain as the worksite occasionally involves outdoor locations. The position requires walking, standing, sitting, and the ability to occasionally lift/move up to 30 lbs. The incumbent must have the ability to effectively communicate with groups/individuals in person, via phone, and in writing.