

Authorization No.:
Position No.:
Pay Grade:
Date:

ISLAND COUNTY **SUMMARY JOB DESCRIPTION**

**POSITION: SENIOR PLANNER- CRITICAL AREAS IMPLEMENTATION
PLANNING & COMMUNITY DEVELOPMENT**

POSITION NUMBER: 53290012

CURRENT EMPLOYEE:

ANNUAL HOURS WORKED: 2080

1.0 MAJOR FUNCTION AND PURPOSE

- 1.1 Employees in this position are responsible for implementation of Island County Code requirements under the Critical Areas Ordinance for development sites in Island County.
- 1.2 Employees in this position will review development applications and site plans, conduct site investigations, and evaluate whether development activities and sites are in compliance with the Critical Areas requirements of Island County Code.
- 1.3 Employees in this position must be able to work effectively with the community of development professionals, the general public, appointed and elected officials, and coworkers.

2.0 SUPERVISION RECEIVED

- 2.1 Employees in this position are given significant discretion in the performance of his or her duties. Supervision and guidance is received from the Planning Director.

3.0 SUPERVISION EXERCISED

- 3.1 Employees in this position do not have supervisory authority but act as a resource for other professional and administrative support staff.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

- 4.1 Review and analyze community development proposals to include interpretation of complex codes, laws, and other relevant regulations.
- 4.2 Perform on-site critical areas assessments, particularly with regard to wetlands, streams, water bodies, and the marine shoreline to determine whether proposed development sites or activities comply with Critical Area code requirements. Prepare and review site investigation reports, identify actions necessary for compliance, and in conjunction with the Code Enforcement Officer, initiate enforcement actions to achieve compliance.
- 4.3 Prepare detailed staff reports and presentations to the public at Hearing Examiner, Planning Commission, and Board of Island County Commissioners hearings.
- 4.5 Coordinate activities with, and represent the County at various meetings involving other agencies and citizen groups. Community meetings may be held outside of normal working hours.
- 4.6 Provide technical expertise in the development and review of Best Available Science for compliance plans related to critical areas regulations. Assist other planners and technical staff on resolving conflicts or problems by consultation on on-site inspections.
- 4.7 Monitor projects for performance and compliance with permit conditions. Initiate enforcement actions for project compliance with critical areas requirements.
- 4.8 Perform other tasks as directed.

5.0 DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

- 5.1 Extensive scientific background relating to critical areas including the ability to perform wetland delineations as well as an ability to review and develop best available science.
- 5.2 Considerable knowledge of planning and zoning principles and practices; and environmental and land use laws, specifically the Washington State Growth Management Act and SEPA.
- 5.3 Knowledge of coastal biological and geologic processes and wetland environments.
- 5.4 Attention to detail, critical thinking, and regular attendance are essential elements of this position

- 5.5 Ability to exercise objective and sound independent professional judgment when dealing with individuals and groups with conflicting or competing interests.
- 5.6 Maintain a high standard for accuracy, completeness, and efficiency in the preparation of reports. Strong analytical, organizational, written, and verbal communication skills are necessary.
- 5.7 Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, and relate to various personality styles in a professional manner. Must be able to represent the department with excellence.
- 5.8 Independent and self-motivated to complete work and meet required deadlines while simultaneously completing other tasks.
- 5.9 Understands the need for maintaining confidentiality of sensitive information, such as in cases involving potential litigation.
- 5.10 Word processing and computer skills related to tasks.
- 5.11 Ability to conduct site inspections and investigations in areas of steep slopes, uneven terrain, wetland areas, etc. where considerable physical exertion may be necessary.

6.0 EDUCATION, EXPERIENCE, AND CERTIFICATES

- 6.1 Valid Washington State drivers license or the ability to obtain a license.
- 6.2 A Bachelors degree with major course work in environmental sciences, biology, botany, soils science, or related fields of scientific study AND three years of related professional experience; OR
- 6.3 A Masters degree with major course work in environmental sciences, biology, botany, soils science, or related fields of scientific study AND one year of related professional experience.
- 6.4 Applicants may be considered who demonstrate an equivalent combination of education and experience to provide the necessary skills, knowledge, and ability to perform the work, at the sole discretion of the County.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE, AND IS SUBJECT TO CHANGE AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

DATE

DEPARTMENT HEAD

DATE

EMPLOYEE