



City of Kenmore

Assistant Planner

SUMMARY

Performs a variety of land use planning assignments and/or assists with other planning projects. Conducts research and analysis, counsels customers on land use matters and the permit process, facilitates preplanning processes, and develops recommendations in connection with proposal applications. Ability to lead and train permit specialists and assume the permit specialist responsibilities for complex projects. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Counsels the public in relation to problems, questions, and complaints regarding land use, land development, and zoning. Knowledge of procedures and practices allows incumbent to respond to difficult or complex situations by providing proper instruction, valuable opinions, and suggestions for changes, as applicable.
- Conducts reviews or assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations.
- Attends meetings and hearings with official and public groups and contributes to such with discussion and presentation of materials, as assigned or appropriate. Prepares detailed staff reports for consideration.
- Evaluates or assists in the evaluation of rezones, ordinance amendments, development agreements, site plans, variances, and other proposals.
- Performs Permit Specialist duties and responsibilities as assigned.
- Performs field investigations and gathers, analyzes, interprets, evaluates, and reports upon various land use and land characteristic data related to development proposals or ordinance violations. As necessary, assists local, state, and federal agencies in the review of proposals and violations.
- Conducts inspections related to landscaping, design standards, critical areas, and other land use issues.
- Reviews or assists in the review of various technical reports and briefings prepared by private and public organizations and agencies.
- Prepares or assists in the preparation of reports, correspondence, maps, charts, posters, and other visual aids to support decisions on development projects, comprehensive plans, and special projects.
- Reviews or assists in the review of proposed land partitioning requiring quasi-judicial review by the Hearing Examiner. Counsels applicants, explaining purpose of and procedure for application.
- Applies and interprets established codes and regulations in moderately complex situations. May recommend codes and regulations or amendments to emerging planning issues.
- Acts as liaison between technical and citizen advisory committees. Monitors work processes and schedules to ensure timely project completion and response.

- Conducts or assists in conducting special studies.
- Conducts research on policy issues and conditions. Establishes methodologies and standards for research and studies. Facilitates collection of information. Designs, conducts, and analyzes surveys and evaluations.
- Maintains up-to-date knowledge of emerging regulations, pending legislation and trends in planning that impact the City as well as current programs and processes.
- Develops, manipulates, and maintains computerized databases, spreadsheets, progress monitoring systems and filing systems.
- Provides counter assistance to the public. Reviews and adjudicates development proposals, working with the customer to complete a land use solution that complies with laws and regulations as well as desired application.
- Provides land use and technical advice on City-owned projects. May lead City applications through the permit process.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

QUALIFICATIONS

Knowledge, Skills and Abilities:

- Specialized knowledge of the theory, principles, standards, practices, and information sources of urban planning.
- In-depth knowledge in the application of land use, physical and environmental design, ecological science, and zoning theory and practices. Requires knowledge of and skill at organizing, planning, and coordinating projects.
- Working knowledge of the principles, processes, and practices of public administration.
- Working knowledge of applicable laws, regulations, codes, requirements, and criteria governing planning.
- Sufficient math skills to perform statistical analysis and interpret complex plans and maps.
- Methods and techniques used in citizen involvement and external communications.
- Well-developed interpersonal skills to conduct persuasive discussions with diverse audiences, facilitate small group processes, present ideas clearly, resolve conflict, and convey technical concepts to others.

Abilities:

- Carry out the essential functions of the position.
- Coordinate limited scope development projects including budgets, timelines, and quality of work product.
- Review, prepare plans, applications, specifications, and legal contracts.
- Perform difficult and complex technical research and analysis of planning issues or problems.
- Learn, understand and interpret all applicable laws, regulations, policies, procedures, and standards, and planning principles and practices to complex, specialized and diverse planning processes.
- Use sound judgement when making decisions, interpretations, and in communications with others. Requires the ability to work cooperatively with citizens.
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

- Visit remote sites and to work extended hours for the purpose of conducting meetings and public processes.
- Near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts.
- Alternatively sit and stand for sustained periods of time to deliver presentations and perform counter work and be on uneven surfaces out in the field.
- Sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.
- Visual acuity to read words and numbers.
- Auditory ability to carry on conversations over the phone and in person.
- Driving ability in order to transport oneself in and around Kenmore and King County.

Education and Experience:

- The position typically requires bachelor's degree in urban planning or a related field, or
- Two years' related experience.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

Licenses and Certificates

- May require a valid driver's license.

ADDITIONAL INFORMATION

- Work Environment – Work is performed indoors and outdoors where some safety considerations exist from traffic, water flows, unstable surfaces, and proximity to moving equipment.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is required to be available for evening hours to attend or present in-person at City Council meetings as-needed, or attend in-person, evening or weekend meetings when necessary.

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Development Services

FLSA: Non-exempt

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