



# Principal Planner

City of Kenmore

## SUMMARY

Serves as a team leader and project coordinator with supervisory experience, knowledge, skills, and ability to be a primary resource on complex planning projects. Ability to lead and train other planners and interns and assume the responsibility for complex, multi-disciplinary assignments. Primary duties dependent on department assigned. 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

- Leads and participates in large planning projects involving considerable interaction with developers, agencies, civic groups, and special interests. Provides project leadership over other planners and interns, mentoring to those who are taking on smaller projects, analyzing and processing customer transactions, or conducting permit reviews. Supervises work of consultants, as needed.
- Develops, designs, administers, and coordinates planning programs to meet City needs. Prepares RFPs, RFQs, and grant applications and prepares and manages contracts.
- Determines the application of policies, codes and regulations in complex situations. Interprets policies and regulations. Advises on incorporating planning requirements into policy direction, plans, and programs.
- Writes, edits, and recommends City codes and regulations related to planning issues. Reviews and edits proposed amendments to Code to ensure clarity and consistency.
- Researches, writes, and edits master plans and major elements of the City's comprehensive plan. Analyzes and responds to amendment requests.
- Serves as project coordinator and lead on complex and politically sensitive planning projects, such as developing the Shoreline Master Program. Develops recommendations or develops solutions to problems.
- Manages major aspects of the City's required comprehensive plan updates, including the development, scheduling, monitoring, and overseeing of work programs for the project. Designs and coordinates projects by identifying problems, determining methodology, setting project goals and objectives, and developing work plans and budgets.
- Facilitates processes and works directly with technical and citizen advisory committees, Hearing Examiner, Planning Commission, City Council, and other City Boards and Commissions. Monitors work processes and schedules to ensure timely project completion and response.
- Conducts special studies. Research policy issues and conditions. Establishes methodologies and standards for research and studies. Facilitates collection of information. Designs, conducts, and analyzes surveys and evaluations.

- Counsels the public in relation to problems, questions, and complaints about land use, land development, and zoning. Responds to difficult or complex situations by providing proper instruction, valuable opinions, and suggestions for changes.
- 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.
- Participates in developing recommendations concerning large scale and multi-use land development programs. Contacts officials of State and Federal agencies for assistance in such programs, as required. Prepares supporting materials for requests for State and Federal funding and helps maintain intergovernmental coordination.
- Performs field investigations and gathers, analyzes, interprets, evaluates, and reports upon various land use and land characteristic data related to long range planning, development proposals, or ordinance violations.
- Performs parks planning and park development, including management.
- Leads City-owned projects through permitting processes.
- Provides technical and policy advice on City-owned assets and projects.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

## **QUALIFICATIONS**

### **Knowledge & Skills:**

- Advanced 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.
- Knowledge of and skill at organizing, scheduling, planning, and coordinating projects.
- Working knowledge of the principles, processes, and practices of public administration.
- In-depth knowledge of applicable laws, regulations, codes, requirements, and criteria governing planning.
- Sufficient math skills to perform statistical analysis and interpret complex plans and maps.
- Knowledge of the methods and techniques used in citizen involvement and external communications.
- Well-developed interpersonal skills to conduct persuasive formal presentations to diverse audiences, including Hearing Examiner, Planning Commission, City Council, other City Boards and Commissions, 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 large, complex, and politically sensitive projects including budgets, timelines, and quality of work product.
- Review, prepare, or direct the preparation of complex plans, applications, and specifications.
- 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.
- Give direction, train, and review the work of a small team.
- Use sound judgment when making decisions, interpretations, and in communications with others.
- Conduct site visits or attend off-site meetings.
- Work extended hours for the purpose of attending meetings, conducting meetings, and public processes.
- Work cooperatively with residents and businesses and as a contributing member of a team.
- Work productively and cooperatively with other teams and external customers and convey a positive image of the City.
- Function primarily indoors in an office environment.
- Sufficient ambulatory ability to move about the office and to off-site locations.
- Auditory ability to carry on audience, ordinary, and telephonic conversation.
- Near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts.
- Manual and finger dexterity to write and to operate computers and other office equipment.
- Field and site visits are part of the job and require the incumbent to transport oneself on irregular terrain.
- Alternatively sit and stand for sustained periods of time to deliver presentations and perform office work.

#### **Education and Experience:**

- The position typically requires master's degree in urban planning, architecture, or similar discipline and
- Eight years of progressive 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.
- AICP Certification preferred.

#### **ADDITIONAL INFORMATION**

- Work Environment – Most of the work is performed indoors where some safety considerations exist from physical labor and handling of medium weight, yet awkward materials. Field visits on uneven terrain are also part of the job.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is eligible for a partial teleworking arrangement. 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: Community Development**

**FLSA: Exempt**

City of Kenmore

Revised: 2023