

City Planner

POSITION: City Planner
REPORTS TO: City Administrator
EFFECTIVE DATE: October 1, 2025
FLSA STATUS: Exempt

Salary Range: \$78,000 - \$96,000

SUMMARY:

Reporting to the City Administrator, the City Planner performs professional planning work to guide the City's land use, development, and community growth. The position is responsible for interpreting and enforcing the Comprehensive Plan, zoning and subdivision codes, Critical Areas Ordinance, Shoreline Master Program, and other state-mandated land use acts. The Planner also coordinates permitting, ensures compliance with state and local law, and leads long-range planning efforts for housing, economic development, and sustainability.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Provide technical and professional advice to applicants, property owners, developers, and the public.
- Review and process land use applications including site plans, subdivisions, variances, rezones, conditional use permits, and annexations.
- Administer land use regulations under the Comprehensive Plan, zoning code, Critical Areas Ordinance, shoreline regulations, SEPA, and GMA.
- Prepare public notices, staff reports, exhibits, and recommendations for the Planning Commission, Hearing Examiner, and City Council.
- Coordinate permitting and review processes with City departments, Skamania County, state and federal agencies, and tribal governments.
- Support the development and periodic update of the Comprehensive Plan, zoning ordinances, shoreline program, and housing policies.
- Lead or assist with long-range planning initiatives on affordable housing, ADUs, economic development, transportation, and hazard mitigation.

- Engage the public through inclusive and hybrid outreach methods including in-person, online, and written communication.
- Maintain records, permit tracking systems, GIS data, and ensure compliance with state records retention requirements.
- Support and pursue grant opportunities for planning and development projects.
- Serve as staff liaison to the Planning Commission and other advisory bodies.
- Assist with zoning enforcement and nuisance code compliance.

ABILITY TO:

- Strong knowledge of urban and rural planning principles, zoning law, and Washington State statutes (GMA, SMA, SEPA).
- Familiarity with environmental science concepts related to land use and hazard mitigation.
- Proficiency in GIS, digital permitting systems, and Microsoft Office 365.
- Ability to prepare clear, accurate, and concise reports, maps, and recommendations.
- Strong written, verbal, and public presentation skills.
- Ability to manage multiple projects and deadlines with attention to detail.
- Skill in building and maintaining positive relationships with elected officials, staff, agencies, and community members.
- Commitment to equity, inclusion, and transparency in planning processes.

SUPERVISORY RESPONSIBILITIES:

May occasionally provide oversight of consultants, interns, or project-based staff.

JOB CONDITIONS:

Work is performed primarily in an office environment and approximately 15% performing site visits and/or meetings. Attendance at evening meetings is required, occasional attendance at meetings and trainings that occur outside City boundaries and substantial overtime may be required.

The duties of the position require sitting, walking, stooping, crawling, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds. Must be able to traverse all types of terrain, in all types of weather, when performing site visits/inspections. Requires finger dexterity, sense of touch, gripping with fingers and hands, ability to see, hear voice conversation, and to speak. Will require sitting for prolonged periods of time, extensive use of computer keyboard.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in urban or regional planning, geography, environmental studies, or a related field.
- At least three years of progressively responsible planning experience (municipal/public sector preferred).
- Valid driver's license.
- Excellent organizational, analytical, and communication skills.

PREFERRED QUALIFICATIONS:

- Master's degree in Planning, Public Administration, or a related field.
- American Institute of Certified Planners (AICP) certification.
- Experience with Washington State planning frameworks (GMA, SEPA, SMA).
- Experience with housing policy, climate resiliency, or economic development planning.

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date