



# City of Leavenworth

700 US Hwy 2 | PO Box 287  
Leavenworth, WA 98826  
(509) 548-5275  
[cityofleavenworth.com](http://cityofleavenworth.com)

## POSITION VACANCY Senior Planner

The City of Leavenworth, an equal opportunity employer, is seeking an energetic, self-directed individual dedicated to the continuing success of the Community Development Department, which is responsible for current and long-range planning, zoning, development permitting, code compliance, and environmental review for the city.

The salary range for this exempt position is between \$6,099 - \$8,173 per month; the starting salary is based on qualifications and experience. The City of Leavenworth offers excellent benefits including a 100% employer-paid, family medical/dental/vision plan premium; \$80 employer HRA contribution per month; 1 day each of vacation and sick leave per month; 11.5 holidays plus 2 floating holidays per year; and a DRS retirement plan.

The ideal candidate will have five (5) years of progressive experience in city or county planning, with the ability to obtain AICP certification within one (1) year. Primary responsibilities include long-range planning, plan review, processing land use applications, facilitating the Design Review Board, issuing administrative decisions, code compliance, maintaining accurate records, and responding to inquiries from the public. Some evening meetings are required. Limited remote work is possible with this position.

The full job description, job application, and instructions on how to apply are available at City Hall, 700 US Hwy. 2, from 9:00 a.m. to 4:00 p.m., online at [www.cityofleavenworth.com](http://www.cityofleavenworth.com), or by contacting us at (509) 548-5275.

The first review date for submitted application(s) is Monday, September 23, 2024. Position will remain open until filled.

## CITY OF LEAVENWORTH

## CLASSIFICATION

**TITLE:** SENIOR PLANNER  
**RANGE:** \$6,099 - \$8,173

**FLSA STATUS:**  
**UNIT:**

NON-EXEMPT  
REPRESENTED

**REPORTS TO:** COMMUNITY DEVELOPMENT DIRECTOR

*This description is intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification. Sufficiently similar duties not specifically mentioned herein are not expressly excluded.*

### **Summary:**

The Senior Planner position is distinguished from Assistant and Associate Planner by the level of complexity of work including project management, level of expertise exercised in completing assignments, lead worker responsibilities, and independence required to complete projects. This position will train and evaluate assigned staff and serve as the manager-in-charge for the Department when the Community Development Director is absent for a length of time. The daily workload is normally performed independently in accordance with established procedures and laws but will include situations requiring personal judgment and decision-making. The Community Development Director is available to advise and assist.

### **Scope of Responsibility:**

The primary duties include project permitting and coordination, with additional focus on GIS mapping, code development, and support to the Community Development Director on GMA planning, long range planning and other special projects. This position is responsible for permitting of large commercial development and redevelopment, platting, land use activities, and will supervise the work of the Assistant and Associate Planner while working with the Permit Coordinator and Code Administrator in a project/permit facilitation role. The Senior Planner is responsible for review of the Bavarian Architectural Theme and working with the Downtown Steering Committee to implement city improvements in the Downtown core.

### **Supervision Received/Given:**

Receives general supervision from assigned supervisory or management personnel. Trains and evaluates assigned staff.

### **Essential Functions:**

- Review, processing, and coordination of the following:
  - Land use and development applications, including variances, conditional use permits, shoreline substantial development permits, short/long subdivisions, plat alterations, boundary line adjustments, binding site plans, and others as need is determined.
  - SEPA checklist review and analysis
  - Building permit review and analysis
  - Pre-application meeting preparation and follow-up
  - Special Use Permit assistance
  - Other land use and related permit review and analysis
- Research and report writing
- Staff report development

- Develop objectives for and assign individuals or teams to a wide variety of current and possibly long-range planning projects; monitor programs and projects and provide feedback as necessary.
- Select, supervise, and evaluate the performance of assigned planning and support staff; assign and review work; initiate disciplinary action, promotion or termination as appropriate.
- Coordinate with other departments and divisions of the City to establish and implement planning activities as provided by law.
- Appearance and presentations before the Hearing Examiner and Planning Commission
- Participation in a variety of committees
- Application of local, state, and federal law
- Work on land use issues with the public
- Work with other department staff on permitting and projects.
- Support to the Community Development Director on long-range planning and other projects
- Coordinate assigned activities with other divisions, outside agencies and organizations; developers/applicants and planning staff, other jurisdictions and agencies.
- Respond to and resolves difficult and sensitive citizen inquiries and complaints.
- Responsible for speaking on behalf of and effectively representing the position of the City in sensitive planning and development issues.
- Lead representative for department when Community Development Director is absent for a length of time.
- Perform related duties and responsibilities as required or assigned.

**Knowledge of:**

- Microsoft software applications, including the ability to type
- GIS software applications (desirable)
- Excellent customer service skills
- City permit process, procedures, and requirements.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Ability to:**

- Prioritize and organize tasks.
- Work as a lead planner and/or project manager to direct and coordinate assigned staff and work activities.
- Work independently and to maintain confidential information.
- Willingness and flexibility to continually learn and accept new tasks.
- Research current literature, trends, and developments in the planning field
- Standard principles and practices of municipal planning and zoning, including knowledge of planning information sources including demographic data, economic data, environmental factors, land development trends, and legal requirements.
- Research methodology as applied to the collection and analysis of planning data.
- Engineering, architecture, and/or cartographic practices
- Correct use of English grammar, spelling, punctuation, and vocabulary
- Work under pressure and/or with continual interruptions and complete work according to a varied schedule with a combination of immediate, short, and long-term deadlines.

- Answer inquiries by phone, in person and by mail.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.  
Maintain accurate logs, records, and basic written records of work performed.  
Effectively communicate, both orally and in writing, very technical and often sensitive information, is essential.
- Deal with conflicts and time pressures, handle multiple tasks and competing demands.

Establish and maintain effective working relationships with City staff members, other government agency staff, development industry professionals, officials, citizen groups and individuals.

**Additional Requirements**

- Possession of a valid Washington State Driver's License (or ability to obtain) and a driving record free of significant moving violations.
- Ability to conduct on-site field visits.
- The ability to read, write, and communicate with staff and the public at meetings and day-to-day encounters at the office.

**Education and Experience**

- Bachelor's degree in planning or related field or equivalent preferred.
- AICP certification preferred.
- Five (5) years' experience involving land use, building permits, SEPA, critical areas experience, subdivision and other permit review.
- Two (2) years' experience directly working with elected officials, appointed boards, and the public.

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in a busy office setting requiring remaining stationary for long periods of time and occasionally standing at a public-facing counter. Work requires ability to talk, hear, and see including close vision. Work is performed in an environment with moderate noise. Position infrequently requires outdoor work which can include uneven and unstable walking surfaces, trip hazards and inclement weather conditions and may require driving a city vehicle. Attendance at meetings before or after work hours may be required.

**Physical Requirements:**

The employee must be able to discern voice conversation, perform continuous repetitive hand/arm movements including having hand-eye coordination sufficient to operate computers, keyboards, and other office equipment. The incumbent must possess the ability to move objects weighing up to forty (40) pounds and produce legible handwritten documents.

**The City of Leavenworth is an equal opportunity employer.**