

# CITY OF FIRCREST, WASHINGTON

## POSITION DESCRIPTION



**Class Title:** Associate Planner (*or Senior Planner, DOQ*)  
**Department:** Planning & Building  
**Representation:** N/A  
**Salary:** Associate Planner: \$7,048 - \$8,996 per month, DOQ  
Senior Planner: \$7,696 - \$9,772, DOQ  
Overtime Eligible

**First Review of Applications:** July 10, 2026

**Position Open Until Filled**

### **POSITION SUMMARY:**

Under the general direction of the City Manager, the Associate Planner performs professional planning work involving current planning, long-range planning, zoning administration, and community development initiatives. Responsibilities include reviewing development proposals, preparing staff reports, conducting code research and zoning regulatory reviews, assisting with code updates and plan reviews, assisting with the issuance of permits, code enforcement, and providing technical assistance to the public, developers, and other agencies. Receives, investigates, researches, and resolves citizen questions, complaints, violations, and issues related to land use, signage, nuisances, site development, and other related ordinances.

The Associate Planner also performs limited permit technician duties, including permit intake, completeness checks, basic permit processing, and customer service for planning and zoning applications. This position is not the primary Permit Coordinator.

Depending on qualifications and experience, the position may be filled at the Senior Planner level. Senior Planners perform complex planning work, lead long-range planning initiatives, manage major development projects, and provide advanced technical expertise with minimal supervision.

**ESSENTIAL FUNCTIONS** include but are not limited to:

### **Current Planning and Development Review**

- Review land use applications, site plans, design review submittals, SEPA checklists, variances, conditional use permits, subdivisions, and other development proposals for compliance with municipal code and adopted plans.
- Prepare staff reports, findings, and recommendations for the Planning Commission, Hearing Examiner, and City Council.
- Conduct research and analysis related to zoning, land use, environmental regulations, and development standards.
- Coordinate development review with internal departments, external agencies, and third-party technical consulting professionals.
- Participate in pre-application meetings with applicants and development team.

- Provide professional planning guidance to applicants, developers, property owners, and the public.

### **Permit Intake and Processing**

- Assist with the issuance of over-the-counter building permits.
- Review land use permits, applications, and plans for completeness.
- Provide customer service related to zoning, land use, and permit requirements.
- Enter permit information into the permitting software system.
- Assist with tracking application status and ensuring timely processing.
- Oversee the building application process, ensuring accurate and timely issuance of permits, plan submittals, plan processing, fee assessment, and payment processing.
- Support the Building Official, planning consultants, and City Manager with administrative components of the permitting process.

### **Long-Range Planning and Policy Development**

- Assist in the development, update, and implementation of the Comprehensive Plan, subarea plans, housing strategies, and other long-range planning documents.
- Research and draft amendments to the zoning code, development regulations, and municipal code.
- Analyze demographic, economic, environmental, and land use data to support policy recommendations.
- Participate in regional planning efforts and interjurisdictional coordination.

### **Public Engagement and Communication**

- Prepare and present materials for public meetings, workshops, and community outreach events.
- Attend evening Planning Commission meetings and provide assistance with agenda packet preparation as needed.
- Communicate planning concepts clearly and professionally to diverse audiences.
- Assist with public education efforts related to planning, zoning, and community development initiatives.

### **Code Administration and Compliance**

- Interpret and apply zoning, land use, environmental, and development regulations.
- Respond to inquiries regarding municipal code requirements, development standards, and planning processes.
- Perform a variety of complex and routine work dealing with the code enforcement process, as well as the issuance of letters and violations, with strong attention to detail. Initiate contact with property owners to seek a resolution.
- Conduct site visits related to land use review, zoning compliance, and development monitoring, and assist with code enforcement investigations.

- Work to maintain proper due process in violation mitigation and abatement. Prepare and maintain records, reports, and files; prepare and issue notices of violation in accordance with adopted municipal code ordinances and procedures.

### **Project Management and Coordination**

- Manage planning projects from inception through completion, including timelines, deliverables, and stakeholder coordination.
- Maintain accurate digital and physical records of building permits and planning applications, including but not limited to maps, plans, inspection records, applications, hearings, appeals, decisions, and related documents.
- Support the City Manager in departmental initiatives, grant applications, and special projects.

### **AUXILIARY DUTIES:**

An employee in this classification is expected to routinely perform other duties as assigned that are consistent with the responsibilities of this position or lower classifications. On occasion, an employee in this classification may perform the duties of an employee in a higher classification.

### **DESIRED MINIMUM QUALIFICATIONS:**

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

##### **Associate Planner Level:**

- Bachelor’s degree in Urban Planning, Public Administration, Environmental Studies, or a related field; and
- A minimum of two (2) years of professional planning experience; or
- An equivalent combination of experience, education, and training that provides the desired level of skills, knowledge, and ability required to perform the essential duties and responsibilities of the position.

##### **Senior Planner Level (DOE):**

- Bachelor’s degree as above (Master’s preferred); and
- A minimum of five (5) years of increasingly responsible professional planning experience, including complex project review, policy development, or long-range planning work.
- AICP certification desirable and may substitute for one year of experience.

#### **Necessary Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Principles and practices of urban planning, zoning, land use law, and environmental review.
- Washington State planning framework, including GMA, SEPA, and related statutes.
- Municipal code interpretation and development review processes.
- Research methods, data analysis, and report writing techniques.
- GIS concepts and planning-related software.
- Modern office practices and professional communication standards.
- Microsoft Office applications, including Word and Excel.

- Bluebeam Revu software.
- International Building Codes and land development regulations.
- Federal, state, and local laws, codes, and ordinances related to code enforcement and those concerning environmental issues.
- Methods and practices for all phases of commercial and residential construction.
- Local government organization and operations.

**Ability to:**

- Communicate clearly, concisely, and professionally in written and verbal formats.
- Analyze complex planning issues and recommend solutions.
- Read and interpret plans, maps, technical documents, and regulations.
- Manage multiple projects and deadlines in a fast-paced environment.
- Work independently with sound judgement and initiative.
- Establish and maintain effective working relationships and work positively and professionally with other employees, supervisors, contractors, developers, officials, and the public.
- Present information effectively to commissions, boards, City Council, and community groups.
- Maintain confidentiality and demonstrate professionalism under pressure.
- Conduct a variety of fieldwork and inspections of minor construction projects and code enforcement issues.
- Exhibit a strong commitment to internal and external customer service.
- Maintain predictable and regular attendance.
- Maintain a sense of humor and positive attitude.
- Present a positive, friendly image to the public using tact and courtesy.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Valid Washington State Driver’s License or ability to obtain upon employment.
- Must have a driving history acceptable to the City and maintain an insurable driving record.
- AICP certification desirable but not required.

**SUPERVISION:**

Work is performed under the general supervision of the City Manager. The Associate Planner does not typically supervise others but may provide guidance to junior staff. Senior Planners may lead project teams or supervise junior staff.

**TOOLS AND EQUIPMENT USED:**

Work involves using a personal computer, Microsoft Office applications, other job-specific software, copier, printers, calculator, fax machine, multi-line phone system, other general office equipment, mobile or portable radio, and City vehicles for site visits.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The work environment and physical demands described here represent those that an employee must meet to perform the essential functions of this position successfully.

Work is typically performed in a fast-paced office environment. Work involves moderate noise typical of an office environment, including ringing phones, multiple conversations, and the operation of office machines. There may be possible interactions with irate or difficult individuals.

Work involves sitting for long periods, and the ability to talk or hear. Hand-eye coordination is necessary to operate computers and office equipment, and the use of hands is required to reach, handle, grasp, feel, or operate objects, tools, or controls. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally required to stand, reach, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 25 pounds.

Work may occasionally be performed in the field, including inspections of minor construction projects and investigations of code enforcement issues, and may involve driving to the site(s). Field conditions may involve high noise levels, dust or mud, moving vehicles or machinery, and cold and/or wet weather. Employees will be required to wear safety protective gear when necessary.

**SELECTION GUIDELINES:**

Selection will be based on a formal application, evaluation of education and experience, an oral interview, reference checks, and any required job-related tests.

Placement at the Associate Planner or Senior Planner level will be determined by the candidate’s demonstrated prior work experience, professional competencies, and ability to perform at the level described below:

<b>Category</b>	<b>Associate Planner</b>	<b>Senior Planner</b>
<b>Experience</b>	1-4 years of professional planning experience	5+ years of progressively responsible planning experience
<b>Complexity of Work</b>	Handles routine to moderately complex planning tasks	Manages complex, controversial, or multi-phase projects
<b>Long-Range Planning</b>	Assists with long-range planning efforts	Leads long-range planning initiatives and policy development
<b>Independence</b>	Works under general supervision	Works with minimal supervision; exercises advanced professional judgment
<b>Code Interpretation</b>	Applies zoning and development regulations to standard cases	Performs complex interpretation; drafts policy and code amendments
<b>Public Presentations</b>	Presents with supervisory support	Presents independently, including to the City Council and public groups

<b>Leadership</b>	No leadership experience is expected	Mentors staff; leads projects, teams, or public engagement efforts
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**ADDITIONAL INFORMATION:**

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position.

The City is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, gender identity, or any other legally protected status. Applicants requiring reasonable accommodation for the application and/or interview process should notify us immediately.

This job description does not constitute a contract of employment between the City and the employee and is subject to change as the needs of the City or requirements of the job change.

This job description in no way implies that these are the only duties to be performed and is intended only to provide a general description of duties performed by an employee in this classification. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisors. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**BENEFIT INFORMATION:**

The City offers a comprehensive package of benefits for our employees. Benefits include medical, vision, dental, and orthodontia insurance for you and your family; choice of WA State Department of Retirement Systems PERS Plan 2 or Plan 3 pension for general employees or LEOFF 2 for Police; and a voluntary deferred compensation program. We offer ample time off, including 11 paid holidays, a personal holiday, vacation and sick leave, compensatory time and overtime options, an Employee Assistance Program, and a fitness reimbursement plan.

The City of Fircrest creates an environment that supports wellness practices that enhance the quality of life for City employees and encourage participation in an employee wellness program. As a result, the City is a recipient of the Association of Washington Cities Well City Award.