

**City of Ferndale
Employment Opportunity
Assistant Planner**

Jurisdiction: City of Ferndale
Job Title: Assistant Planner
Employment Type: Full Time
Starting Salary: \$5,638/month
Salary Range: \$5,638 - \$6,935/month
Benefits: Medical, Dental, & Vision.
Washington State Public Employee Retirement System (PERS)
Generous sick leave/vacation accruals, plus 15 paid holidays per year
Closing Date: June 1, 2023

REPORTS TO:

Community Development Dir.

DEPARTMENTS:

Community Development

CLASSIFICATION:

Union – Machinists - Exempt

JOB SUMMARY:

This is a professional planning position requiring a Bachelor's level education and at least one (1) year of practical experience. Under the general direction of the Community Development Director, the *Assistant Planner* is the primary planner responsible for reviewing a wide variety of current planning and development proposals, and assists in long-range planning activities. These activities include research, analysis, report writing, mapping, public contact, compliance review and enforcement, plan preparation, oral presentations to decision-makers and other related tasks.

RESPONSIBILITIES:

- Responsible for front-line public contact and community-member assistance in planning-related matters.
- Responsible for providing professional current and long-range planning assistance as needed to the Community Development Director, with a minimum of supervision and oversight.
- Responsible for review of development applications as assigned by the Community Development Director.
- Responsible for organizing and maintaining records, materials and data pertaining to current and long-range planning activities.
- Responsible for assisting in the development, organization and implementation of interdepartmental programs, processes and procedures.
- Responsible for enforcing compliance with the Ferndale Municipal Code and related codes and the coordination of such enforcement with other staff members and agencies.

JOB DUTIES:

The *Assistant Planner* performs a wide range of duties including (but not limited to) the following:

- Provides zoning and planning assistance to community members as requested.
- Reviews development plans for compliance with relevant codes/regulations.
- Processes necessary paperwork for issuance of development permits.
- Prepares general correspondence.
- Conducts basic research.
- Conducts field investigations as needed.
- Prepares maps, charts, graphs, photographs, and other such visual aids.
- Keeps statistical, and demographic data updated, organized and accessible.

- Organizes and maintains files and data storage systems.
- Facilitates meetings of commissions, boards, and committees as needed.
- Prepares analytical and informational reports for various decision makers.
- Gives oral presentations before various decision-makers.
- Drafts text for general and specific plans/codes and ordinances as requested.
- Organizes and facilitates community meetings.
- Assists the director in supervision and training of department staff.
- Organizes and leads Technical Review Committee meetings and coordinates with the Ferndale Hearing Examiner on development-related reviews, as required.
- Performs other duties as assigned.

EXPERIENCE/EDUCATION:

- Bachelor's Degree in planning or a closely related field. A graduate degree is desirable.
- At least one (1) year of practical experience in land use planning or a closely related activity.
- Previous experience in a municipal Planning, Building, or Public Works environment is highly desirable.
- Excellent oral and written communication skills, and the ability to interact effectively with community members, technicians in various disciplines, and decision-makers.
- Working knowledge of word processing and spreadsheet programs.
- Working knowledge of database, GIS, and CAD programs is highly desirable.
- Must be able to work flexible hours and after hours as required.
- Valid Washington State driver's license and insurable under City requirements.

WORKING CONDITIONS:

Work is performed in an office or conference room setting. Walking, sitting, standing, bending, and reaching is required. Some local travel and attendance at an occasional night meeting is required.

The statement contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically require and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. At its sole discretion, the City of Ferndale may consider combinations of education, experience, certifications, and training in lieu of specifically required qualifications contained herein.

The City of Ferndale policy is to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified applicants and employees without regard to race, color, creed, religion, gender, sexual orientation, age, national origin, or veteran status.

TO APPLY:

Submit letter of interest, [completed job application](#), and resume by mail:
 City of Ferndale, PO Box 936, Ferndale, WA 98248 Attention: Susan Duncan.
 Or email: susanduncan@cityofferndale.org

Paper application packets are also available at Ferndale City Hall, 2095 Main Street.

Closing date: June 1, 2023. Only complete applications will be considered.

The City of Ferndale is an Equal Opportunity Employer.