Who We Are

The City of Edgewood is a small and mighty organization that believes in maximizing the strengths of its employees. We empower our staff to break free from the monotony, by providing a space where they can seek inspiration from one another, and continue excelling in their fields. We're a team, but support one another's independent professional freedom. It's different in Edgewood.

We're different in Edgewood. We discovered happy employees tend to stick around so we said "hey, let's fill our positions with great people, then keep them happy so we don't have to fill those positions again for a while." What does that look like? Well, here you have a voice, and you're encouraged to use it because we believe your opinion matters, people bring their dogs to work, and the Mayor BBQs on Fridays, just to name a few. Let's face it we spend a 1/3 of our lives at work, why should we waste it being unhappy?

We're a small city, so we ALL do things outside our job descriptions from time to time, but we do it because we love where we work and we enjoy being part of this team. We're serious about our goals, passionate about our work, and dedicated to this little fast growing city that we all know and love.

Sound too good to be true? Call us! Speak to ANY one of our employees, and ask them what it's like to work here, they'll tell you.

Who We're Looking For

- Someone with a passion and knowledge of Washington State planning
- A person with high attention-to-detail to manage complex planning projects
- A collaborative professional longing for the freedom to make a difference
- An independent mind to use judgement, initiative and discretion while following SOPs through the decision making process
- A balanced professional that can coordinate information between technical reviewers, the applicant, and the public
- An individual who can be the "bearer of bad news", but will use it as an opportunity to explain the importance of protecting our community's values through the municipal code and comprehensive plan
- Someone who can think in gray because Municipal Code isn't just black and white
- Someone with a desire to change the world through planning (or at least Edgewood)

Interested in learning more? It's awesome here, of course you are! Keep reading for more details...
Are You the Right Fit?

Below you’ll see the five petals of the Planning Division. Do you have what it takes to complete our flower and help us bloom? If so, we want to hear from you!

**Planning Manager**
- Advise CED Director on all planning related matters
- Oversee the GIS, front counter, and customer service functions of the division
- Assign work to planning staff and ensure appropriate training is provided
- Participate in budget preparation and administration, as well as monitor and control expenditures
- Future land use planning

**Community & Economic Development (CED) Director**
- Provide direction to Planning Division and all of CED
- Economic development
- Liaison for EDAB and Planning Commission meetings
- Primary writer and interpreter of various municipal codes
- Correspond with City Attorney

**Senior Planner (VACANT)**
- Primary Project Manager, reviews high-level, complex permits, e.g., commercial, mixed-use, industrial, multi-family
- Coordinate project reviews with various departments and outside jurisdictions
- Develop permit process standards
- Lead by example and mentor junior staff
- Provide in-depth planning analysis and write subsequent reports detailing facts, findings, and outcomes

**Associate Planner (x2)**
- Community Engagement
- Business license/change of use/sign/T.I. review
- Other mid-level permit review
- Back-up front-counter support
- Create reports relating to permitting and other planning processes
- Back-end SMARTGOV programming
- GIS and website updates
- Secondary liaison for EDAB and Planning Commission
- Strategic planning and communication

**Planning Technician**
- Primary front-counter support
- On-site inspections
- Low-level permit review
- DRC scheduling
- Permit intake
- Completion reviews, SEPA notices, NOAs, various planning functions
- Organize planning files for retention, based on applicable state law

Please email the following to humanresources@cityofedgewood.org:
- Cover Letter
- Resume
- Signed EOCC Statement
- Signed Job Description
- Responses to the Supplemental Questions
Senior Planner – Job Description

**Department:** Community & Economic Development  
**Salary Range:** $7,466 – $8,963/mo.

**Opening Date:** February 4, 2021  
**Closing Date:** Open until Filled  
**First Review:** February 18, 2021

This position is a full-time, non-union, FLSA exempt position.

**GENERAL SCOPE OF WORK**
The Senior Planner requires advanced professional planning experience of high complexity and variety. Functions of the Senior Planner require greater independence and judgment from that of less advanced position. This position performs research and prepares complex staff reports; and may be required to provide expert advice and policy recommendations to the Community and Economic Development (CED) Director, Mayor, and City Council. The Senior Planner is expected to lead by example and will act as a mentor to other professional land use planners. This position requires a high degree of independent judgment, initiative, and discretion.

Due to the limited number of City staff, each staff member is expected to perform a wide range of office and field duties. The City of Edgewood is an at-will employer and all staff members serve at the pleasure of the Mayor.

**SUPERVISION**
This position performs a wide range of cross-functional office duties. The Senior Planner will be asked to work with all departments at City Hall, especially the Engineering Plan Review team, Building and Inspection team, and all other members of the City’s Development Review Committee. This position reports to the Planning Manager. Work may also be performed under limited supervision from the CED Director. Direct supervision of others is not required; however, indirect supervision as part of a team or during projects will be necessary on a case-by-case basis.

**ESSENTIAL JOB FUNCTIONS:**
The duties listed below 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. Reasonable accommodations may be made to enable performance of these essential job functions.
1. Serves as a project manager for various planning assignments, which will vary in both size and complexity and include applications for land divisions, land use requests, code revisions, design review, and other related planning functions;
2. Develops project budgets, administers bidding process, verifies contract expenditures and compliance;
3. Conducts research and prepares statistical reports on land use, physical, social, and economic issues;
4. Provides professional planning assistance to community members, internal and external customers, and the general public on varied development issues or projects;
5. Develops transportation plans, studies, and analyses on a local or regional basis;
6. Works in regional program areas relating to natural/water resources planning, community development, hazard mitigation, and others;
7. Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans;
8. Schedules and conducts meetings with advisory boards and elected officials;
9. Presents reports and other findings to staff, City commissions and boards, and City Council, and may serve as a liaison to such committees;
10. Attends evening and weekend meetings of City commissions and boards and City Council, as necessary;
11. Responds to citizen inquiries regarding the Comprehensive Plan, Zoning, Subdivision, and Land Use Codes at the counter, over the phone, in writing, and at formal and informal meetings.
12. Processes development applications to ensure compliance with applicable development regulations, zoning, subdivision, land use, and environmental policies. Field visits and studies may be required.
13. Coordinates project proposal reviews with other agencies and City departments;
14. Accepts assignments and completes them within the assigned timeframe;
15. Organizes, participates in, and leads meetings, as needed;
16. Individuals may be required to perform other duties as assigned; and
17. Maintain, disclose and destroy public records in accordance with the requirements of the WA Public Records Act and WA State Archives retention guidelines.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:
To perform this job successfully, the person in this position must be able to perform each Essential Job Function. The requirements listed below are representative of the knowledge, skills, and abilities necessary to meet the minimum qualifications for this position.

Knowledge of
1. The philosophies, principals, practices, and techniques of planning;
2. One or more planning disciplines, such as urban design, affordable housing, economic development, environmental planning, or land use;
3. Principles, methodology, practices of research and data collection;
4. Effective writing techniques;
5. Computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS;
6. Relevant aspects of state and federal statutes relating to current planning, zoning, land division, State Environmental Policy Act (SEPA), the Growth Management Act (GMA);
7. Pertinent federal, state and local laws, codes and regulations including recent changes;
8. Knowledge of local government procedures and practices;
9. Citizen involvement techniques and processes; and
10. Permit and application tracking systems and methods.

Skills and Abilities
11. Oral and written communication skills for preparing and presenting planning reports and to explain rules and procedures clearly to the public;
12. Interpersonal skills for facilitating relationships with elected or appointed officials and other decision-makers;
13. Problem-solving skills to gather relevant information to solve vaguely defined practical problems;
14. Group facilitation skills for use with community workshops;
15. Ability to prioritize duties and responsibilities;
16. Ability to learn, master, and incorporate permit systems/processes into daily activities;
17. Ability to mentor and positivity influence professional planning practices;
18. Ability to work on several projects or issues simultaneously;
19. Ability to provide effective and efficient project management;
20. Ability to work independently or in a team environment as needed;
21. Reading comprehension to understand technical and legal materials;
22. Ability to anticipate, prepare for, and meet firm deadlines; and
23. A sense of humor and positive attitude are essential.

MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY:

Required
A master’s degree in urban planning, architecture, public policy, or related area of study in addition to four (4) years of planning experience;

OR
A bachelor’s degree in urban planning, architecture, public policy, or related area of study in addition to six (6) years of planning experience;

OR
Any equivalent combination of education and experience that provides the applicant with the necessary knowledge, skills, and abilities required to perform the essential job functions.

AND
The ability to obtain, and maintain a valid Washington State Driver’s License throughout employment, and documentation to fulfill the requirements of the Immigration and Nationality Act within 3 days of employment.
**Preferred**
- Five (5) years of experience managing planning projects of an increasingly complex nature
- AICP Certification
- Experience working with SMARTGOV permitting software

**SPECIAL CONSIDERATIONS**
The applicant will be joining an organization with approximately 25+ full-time positions. As a small and nimble organization, the City of Edgewood needs to hire and retain individuals interested in working with a small team. All employees of the City of Edgewood are expected to uphold and exhibit the City’s shared employee values of Knowledge, Respect, and Integrity. A hiring objective for this position is to find an employee that will be competently qualified and interested in the work diversity offered by a full-service municipal corporation operating with a limited budget and staffing.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position.

While performing the duties of this job, the employee is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee is occasionally required to sit, climb stairs, talk, and hear. The employee may occasionally be required to lift or move up to 35 pounds with or without a reasonable accommodation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work is conducted primarily in an office setting, but may include time in the field under a variety of weather conditions. Duties are usually performed alone, but are also performed as part of a work team. Attendance at some evening meetings may be required. The work environment is fast-paced and moderate to very noisy.

**ACKNOWLEDGEMENTS**
The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, 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.
EQUAL OPPORTUNITY EMPLOYER - AMERICANS WITH DISABILITIES ACT
The City of Edgewood is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute a contract or agreement for employment. It is subject to change by the City as the needs of the City and requirements of the job change.

The City of Edgewood is a Drug Free workplace and an Equal Opportunity Employer.

APPLICATION SUBMITTAL
If you meet the minimum qualifications and are interested in applying for this position, please email your application packet consisting of a cover letter, resume, signed EOCC statement, signed job description, and your responses to the supplemental questions (listed below) to: humanresources@cityofedgewood.org.

Application packets may also be sent to the City of Edgewood via regular mail to the following address:

City of Edgewood
Human Resources
2224 104th Ave E
Edgewood, WA  98372-1513

Incomplete submittals will be disqualified. Only those applicants selected to move forward in the process may be contacted. Submittals will be retained in accordance with Records Retention practices. If you have questions regarding the application process, please contact human resources at 253-952-3299 or via e-mail at humanresources@cityofedgewood.org.

Applicant signature below constitutes the applicant’s understanding of the requirements, expectations, essential functions and duties of this position.

_________________________________   ___________________________
Name        Date
SUPPLEMENTAL QUESTIONS

The following questions are designed to help you present your qualifications for this position. Your responses to these questions will be used to determine whether you are among the most qualified of the applicants and should continue in the selection process. Responses should be printed legibly in ink or typewritten, complete, and specific. Clarity and completeness of answers are factors, which will be considered in the evaluation process. Address each question separately using additional pages as necessary. Be sure to indicate your name on each additional page. Please note that you must submit a cover letter, resume, and signed EOCC statement along with the completed supplemental questions in order to be considered further in the selection process.

1. Are you authorized to work lawfully in the U.S.?

2. Will you now or in the future require sponsorship for employment visa status, e.g., H-1B visa status or other employment-based immigration case?

3. Please describe your planning experience and how this experience positions you to be the best candidate.

4. Please describe your experience or knowledge of research, interpretation, and application of municipal codes and planning documents.

5. Please describe your experience managing planning projects of an increasingly complex nature.

6. Please tell us why you are interested in this position and why you are looking to leave your current position.

7. If you do not possess the typical education or experience listed under the minimum qualifications, or if you would like to expand on your qualifications, then please feel free to explain how your particular combination of education and experience has provided you with the required knowledge, skills, and abilities to perform the essential job functions.