



PLANNER

PAYGRADE: 24
FLSA STATUS: Non-Exempt
Last Updated: April 2021

GENERAL PURPOSE:

Assigned to, and under the direction of the Community Risk Reduction Deputy Chief, the Puget Sound RFA Planner manages the RFA's Mitigation and Level of Service Policies to assure local Comprehensive Planning, municipal codes, and land use approval processes support concurrency of fire services. Central to this responsibility is maintaining collaborative working relationships with local land use authorities. The RFA Planner participates in capital planning and leads the effort in developing, updating, adopting, and enforcing plans and policies related to the mitigation of adverse impacts of growth on the RFA's adopted levels of service.

ESSENTIAL FUNCTIONS:

- Ensures compliance and documentation appropriate to all relative laws, protocols, policies, and guidelines related to fire service concurrency, land use mitigation, and fire impact fees.
- Acts as liaison between community groups, government agencies, developers, and elected officials regarding sustainment of fire services.
- Represents RFA in comprehensive planning, and relevant land use process development to educate land use authorities on adverse impacts of growth on fire services and works collaboratively as a participant in these processes to ensure adverse impacts of development can be adequately mitigated.
- Coordinates efforts related to producing and maintaining a reliable buildable lands analysis that accurately predicts types of market rate growth and potential population impacts across the RFA's service area.
- Coordinates with PM's Records Management staff to annually update Impact and level of service fee formula's related to service levels delivered to specific land use types.
- Participates in the RFA's capital planning and leads other planning efforts related to mitigation and fire service concurrency.
- Assures all land use approvals are reviewed for adverse impacts; uses all adopted laws, codes, and policies to assure impacts to the RFA's levels of service are adequately mitigated.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Modern principles, practices and techniques of current and advanced planning land use, physical design, demographic, environmental, economic, and social concepts as applied to municipal planning.
- Statistical methods and research techniques applicable to the preparation of municipal planning studies.
- Modern use of CAD and Geographic Information System software and interpretation.
- Applicable federal, state, and local laws, codes, ordinances, and regulations related to land use.
- Methods and techniques for record keeping and report preparation.
- Preparing documents utilizing proper English, spelling, grammar, and punctuation.

Skills:

- Interpersonal skills using tact, patience, and courtesy.
- Organization, communication, presentation, and scheduling techniques using Microsoft Office applications.
- Work on multiple projects simultaneously, with shifting priorities and tight deadlines.
- Conflict resolution and problem-solving skills.
- Analyze complex issues to develop and implement appropriate recommendations and responses.

Abilities:

- Interpret and apply applicable laws, codes, regulations, policies, procedures, and standards pertaining to the municipal planning and permitting process.
- Interpret maps, site and building plans and specifications, graphs and statistical data.
- Read, interpret, and record data accurately.
- Organize, prioritize and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Foster and develop interpersonal relationships with stakeholders of the RFA.
- Become familiar with, follow, and actively support the Puget Sound RFA's mission, vision, and core value statements.

MINIMUM REQUIREMENTS:***Education:***

Bachelor's degree in urban or regional planning, or a closely related discipline, such as architecture, geography, engineering, etc.

Experience:

Six (6) years of professional planning experience

Preferred:

- Certification by The American Institute of Certified Planners (AICP)

Or:

In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential functions listed above.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to type on keyboard for extended periods of time. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

- Work is performed in a typical office environment, which includes a technical workstation, a computer room with a controlled environment, as well as working with customers on site. The noise level in the work environment is usually moderate.