



Associate Transportation Planner

Department:	Development Services - Planning	Pay Grade	NR-33
Bargaining Unit:	Non-represented	FLSA Status:	Exempt
Revised Date:	November 1, 2022	Reports To:	Planning Manager or Senior Planner

POSITION PURPOSE: Under general supervision, serves as a subject matter expert in transportation planning, stewards the Climate Action Plan’s transportation related actions, manages the Complete Streets program, and creates policies and codes to effectuate mode shift in accordance with the comprehensive plan and climate action goals adopted by council. The position also processes building and land use permit applications for the City; reviews projects for compliance with applicable codes such as zoning, critical areas and design standards; may serve as staff liaison to assigned boards and commissions; provides information to the public regarding general and complex land and construction issues; coordinates GIS/mapping activities; conducts various planning reviews as assigned; may provide direction and recommendations to Public Works staff, Planners as well as lower level staff on assigned projects.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages the city’s Complete Streets program including but not limited to creating and leading the Complete Streets Steering Committee
- Develops policies pertaining to multi-modal transportation
- Promotes quality public realm outcomes through planning and design
- Works with Public Works to review capital and private development projects in keeping with Comprehensive Plan policies and codes.
- Collaborates with Public Works on long range planning efforts, most notably the Transportation Element of the Comprehensive Plan
- Serves as the Department subject matter expert on the CIP/CFP review to ensure that it aligns with Comprehensive Planning policy direction
- Collaborates with regional transportation planning agencies on long range planning efforts to ensure regional transportation investments support a robust and effective multimodal transportation system in Edmonds.
- Reviews building permit applications for compliance with zoning, site development standards, critical areas regulations and design standards.
- Prepares for and conducts presentations before various boards and commissions regarding project proposals and code amendments.

JOB DESCRIPTION

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- Reviews land use applications including: subdivisions, conditional use permits, design review, rezones, Comprehensive Plan amendments and annexations and writes detailed reports based on the evaluation of proposals compliance with city codes.
- Prepares and issues public notice of applicable land use projects via mail; posts and writes publication notices through the local newspaper; follows required timelines for public notice.
- Conducts various field visits for critical areas inspections, posting of public notice for land use projects, inspections associated with building permits and compliance with conditions of approval; fulfills requests for public records including: compiling files, emails and data related to a particular request.
- Communicates regularly with the public, including owners of private property as well as project applicants such as: architects, developers, surveyors, biologists and geotechnical engineers.
- Communicates via phone, email and in person at the public service counter and at various meetings.
- Reviews applications for land use compliance; sends letters and researches past approvals and reviews conditional use permits for home occupations.
- Conducts SEPA review of project proposals including various land use and building permit applications and code revisions.
- Conducts updates of the City Community Development Code and Comprehensive Plan as necessary; prepares draft code language as directed and conducts public hearings before the Planning Board and City Council applicable to such updates.
- Prepares and updates maps, graphics and public information materials to support current and long-range planning projects.
- Reviews and makes recommendations to City codes or policy changes as appropriate and based on experience with daily operations and planning.
- Participates in the development of the comprehensive plan.
- Maintains professional development including staying abreast with a variety of federal, state, and local regulations pertaining to land development and maintaining current knowledge of trends and developments in the planning field.
- Performs related duties as assigned that are within the scope of the position classification.

Required Knowledge of:

- Transportation and Land Use Planning principles, practices and code of ethics.
- Urban design and public realm design principles
- General trends and issues in development and planning fields.
- Planning principles, including creation of policies and creation of specific laws.
- Basic construction, architectural design and development techniques.
- Principles of customer service and public relations.
- Research methods and report presentation.
- GIS development and maintenance.
- Structure, organization and interrelationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Federal, state and local laws, rules, regulations, codes and administrative procedures related to assigned activities.
- Effective oral and written communication principles and practices to include customer service.
- Project management techniques and principles; time management and project prioritization.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.

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- Principles of business letter writing.

Required Skill in:

- Providing technical assistance in the processing of planning permits.
- Basic principles of transportation planning and operations
- Serving as a staff liaison to boards and commissions.
- Conducting code interpretation, architectural review and code enforcement.
- Understanding and interpreting legal and technical planning language and communicating the language in a way that is understandable to others.
- Reviewing commercial and other building permits and conducting various types of reviews.
- Providing information to the public regarding general and complex land and construction issues.
- Handling difficult planning-related situations with people.
- Ensuring compliance with federal, state and local regulations related to land development.
- Applying and explaining policies, procedures, rules and regulations.
- Maintaining current knowledge of rules, regulations, requirements and trends.
- Meeting schedules and timelines.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Applying project management techniques and principles.
- Communicating effectively verbally and in writing including public relations.
- Providing recommendations and direction to staff; delegating tasks.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Urban, Regional, or Municipal Planning, Geography, or related field AND

Three years of experience performing planning duties including policy and code review, analysis, and evaluation, and preparation of detailed reports; prefer responsibility for leading projects or staff in a municipal planning environment; OR

An equivalent combination of education, training, and experience that will allow the incumbent to successfully perform the essential functions of the position.

Required Licenses or Certifications:

- A Valid State of Washington Driver's License and a five-year driving abstract acceptable to the City's insurance requirements is required for any position that will drive for City business.
- A criminal background check is required. Criminal history is not an automatic employment disqualifier. Results are reviewed on a case-by case basis.

WORKING CONDITIONS:

Environment:

- Indoor/Outdoor/Office environment.

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Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person and by phone.
- Reading and understanding a variety of materials.
- Operating a computer and other office equipment.
- Walking or otherwise moving and ascending/descending stairs during site visits.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Chemicals, fumes or gases associated with utilities systems and projects.
- Working in and around moving traffic.
- Contact with dissatisfied or rude individuals.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____