



City of Yelm
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WASHINGTON
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Associate Planner

Position Title: Associate Planner
Department: Public Services
Location: Yelm City Hall
Salary Range: \$75,240 - \$90,273 (2021)

General Purpose

Performs a variety of complex administrative, technical and professional work in the current and/or long range planning programs of the city related to the implementation of land use and related municipal plans and policies. Is lead worker for the day to day operations of the Planning Division’s current planning and support functions.

Supervision Received

Works under the general supervision of the Planning & Building Manager.

Supervision Exercised

Acts as lead worker for the Assistant Planner and part-time or temporary employees or volunteers, as assigned.

Essential Duties and Responsibilities

Assists in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Coordinates the support function of the Planning Division, including working with Community Services Team to establish standard operating procedures for support functions, such as permit tracking, electronic filing, and permit processing.

Desired Minimum Qualifications

Education and Experience:

- A. Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, public administration or a closely related field, and
- B. Two (2) years’ experience in municipal work and/or planning; or
- C. Any equivalent combination of education and experience. A master’s degree may substitute for one (1) year of experience.

Necessary Knowledge, Skills and Abilities:

- A. Thorough knowledge of zoning laws and comprehensive planning including their formation, process of adoption, and enforcement; extensive knowledge of planning programs and processes; working knowledge of personal computers and GIS applications.
- B. Skill in the operation of the listed tools and equipment.
- C. Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; ability to establish effective working relationships.

Special Requirements

Valid Washington State driver's license, or ability to obtain one.

Tools and Equipment Used

Personal computer, work processing software, motor vehicle, calculator, cell phone, copy machine, and various graphic design tools.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

Selection Guidelines

Formal application, rating of education and experience, oral interview and reference check, job related test may be required.

The duties listed above are intended only as illustrations of 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Application Procedure

Please submit the City of Yelm application, letter of interest, resume and proof of certifications to Karen Bennett at karenb@yelmwa.gov

