



Grays Harbor Council of Governments Planner Position

Application Deadline – Monday, July 1, 2019

Application Requirements

1. Letter of interest
2. Detailed resume'
3. Completion of Supplemental Questionnaire
4. Two writing samples of planning work (see question #4 of Supplemental Questionnaire)
5. Two examples of map products you have developed. One example must demonstrate the use of data sets.

Submission:

Please submit all application materials in PDF format to:
Zana Dennis, Office Coordinator zdennis@ghcog.org

Applications may also be hand delivered to:
Grays Harbor Council of Governments
115 S. Wooding St.
Aberdeen, WA 98520

Questions

Please contact Vicki Cummings, Executive Director
vcummings@ghcog.org or 360.537.4386



Grays Harbor Council of Governments

Job Description – Planner II

The Grays Harbor Council of Governments (GHCOG) is a regional planning agency serving Grays Harbor County, all nine cities within Grays Harbor, Grays Harbor Transit Authority, the Port of Grays Harbor, Grays Harbor PUD, Timberland Regional Library, the Chehalis Tribe and the Quinault Indian Nation. We are seeking a motivated professional with a passion for helping rural communities to join our team.

Salary: \$58,000 - \$68,000 annually DOQ. This is a non-union, exempt position. Full benefits package.

Nature of Work: This is a highly-responsible position involving developing, coordinating and organizing planning activities and initiatives and GIS/data as need to support those activities.

This position performs professional short & long range planning work including research and analysis, plan development, grant research and writing, reports and presentations to councils, boards and commissions, and creation, printing and maintenance of maps to support those activities, works with local agencies to develop comprehensive plans, capital facilities plans, park and recreation plans and other plans/studies as needed, including but not limited to transportation, land use, and infrastructure.

The ideal candidate will have a positive attitude, be an effective communicator and be willing to be a part of a small but collaborative work environment.

Supervision: Receives direction from Executive Director. As an experienced planner, operates with a high degree of independent judgment, receiving only occasional instruction or assistance.

Description of Duties: The following duties are not inclusive of all duties, and the incumbent performs other related duties as required.

General

1. Must have excellent communication skills, both written and oral. Be organized and detailed oriented with strong interpersonal skills and demonstrate the highest degree of ethical behavior.
2. Interact with federal, state, local government agencies and officials, Member Agency staff, and the public.
3. Plan/conduct meetings/presentations with individuals and groups to guide the decision making process.
4. Attend and participate in public meetings and hearings held by Agency and Member Agencies as needed, including occasional evening sessions.

Planning

1. Research/prepare/present staff reports, planning documents and recommendations on planning and community development issues as requested by Member Agencies and assigned by the Executive Director. Subject areas can include land use, park and environmental plans, transportation plans, capital facilities plans, comp plans, community development and similar areas.
2. Research, develop/edit grant applications for Agency and Member Agencies.
3. Research, understand, use and communicate population, housing, employment and economic data from a variety of state and federal resources.

GIS

1. Create, update, maintain and print mapping projects utilizing ESRI products/software, ArcGIS desktop software, ArcGIS online, HP Plotter.
2. Manage and organize GIS data sets.
3. Analyze proposed and existing GIS applications and databases to help determine equipment requirements, storage needs, and possible system enhancements.

Other Duties: Other duties as assigned.

This job description is not intended to be an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, Management reserves the right to modify, add or remove duties as necessary.

Minimum Qualifications:

Education: Graduation from an accredited four-year college or university with a degree in planning, urban studies, public administration or a related field.

Experience: This is a mid-level professional planning classification. Four or more years of planning work experience for one or more public agencies, preferably local public agencies, is desirable.

Proficient use of ArcGIS Desktop and ArcGIS online, HP Plotter, Microsoft programs (Word, Excel, PowerPoint, Publisher and Access), Microsoft Windows, Internet, and computer networks. Experience with website and/or graphic design software is a plus.

Ability to satisfactorily pass a background investigation which shows no criminal activity which could directly impact the ability to perform the job.

Requires a valid Washington State Driver's License and appropriate insurance.

Requires knowledge sufficient to perform thoroughly and accurately the full scope of responsibilities as illustrated by examples in the above description of duties.

Knowledge, Skills and Abilities:

- Knowledge of the theories, practices, principles and techniques of public sector planning.
- Knowledge of GIS concepts and methods.
- Knowledge of Washington State land use including the State Environmental Policy Act, Shoreline Management Act, Critical Areas Ordinances and other related policies and procedures is preferred.

- Skills in project management.
- Skills in public presentations, public hearings, meetings, and other public review processes.
- Skills in operating ArcGIS Desktop and Arc GIS online programs and Microsoft programs.

- Ability to perform in an environment that requires independent evaluation, judgment and decision making.
- Ability to implement local planning objectives.
- Ability to prepare and/or assist in the preparation of comprehensive plans, reports and studies.
- Ability to establish and maintain effective working relationships with elected and appointed officials, co-workers, Member Agency staff and the general public in a courteous and tactful manner.
- Ability to organize work efficiently to meet deadlines and budget constraints.

Work Environment/Physical Demands: Work is performed in a normal office environment. Deadlines, volume of work, occasional evening work requires a flexible schedule. Requires sitting at a desk for extended periods of time, using a PC work station for extended hours, extensive reading, lifting up to 25 pounds on occasion, driving throughout Grays Harbor County and the region for presentations and participation in meetings and hearings.

The person in this position must have the ability to talk and hear within normal ranges; be able to communicate via phone; vision abilities include close vision and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Grays Harbor Council of Governments is an Equal Opportunity Employer and does not discriminate based on disability, race, gender, religion, age or ethnic origin.

Grays Harbor Council of Governments

Planner FTE Position

Supplemental Questionnaire

Please answer the following questions with information and examples, preferably from your recent (past 2-3 years) work experience.

1. Give an example of a planning project for which you have had primary responsibility. Describe the written/mapping products you prepared or helped prepare, the range of individuals you worked with during their preparation, and the public processes that were involved.
2. This position requires the ability to work successfully with people of many different backgrounds and abilities, from state and local elected officials to the general public. Give an example of your experience in working with diverse groups to develop consensus. Describe issues at stake, persons involved and their interests.
3. Describe any experience you have with grant applications or other public funding efforts. This could include federal, state, local or private funding efforts for public purposes.
4. This position requires excellent writing and editing skills. Please give us two examples of different types of professional writing that pertain to the requirements of this job description. These could include portions of adopted land use, environmental, parks, capital facilities or other public plans, public policy documents, newsletters or white papers. (This fulfills the request for two writing samples as identified in the application requirements.)