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City of Langley

Tim Callison
Mayor

Fax (360) 221-4265

City of Langley Planning Assistant

Rate of Pay	\$20/hour
Employment type:	Full time permanent position
Post date:	July 13, 2018
Close date:	August 8, 2018

Summary

The City of Langley has an opening for a full time permanent planning assistant. Langley is located on Whidbey Island approximately 8 miles from the Clinton ferry. It is a vibrant seaside village overlooking Saratoga Passage. It has a historic walkable downtown that is the service and arts and cultural center of South Whidbey. The City has a very active citizenry with respect to planning issues and is committed to high quality planning and design. The City of Langley is a small local government with 14 permanent employees and a strong mayoral system. The Community Planning Department is made up of the Director and the Planning Assistant as well as some limited administrative support. While Langley is a small town we must deal with many issues faced by other larger local governments.

This position requires an understanding of urban planning, zoning, environmental laws and a solid working knowledge of GIS. The position regularly interacts with residents and business owners, citizen advisory commissions, governmental agencies and professional consultants. The position must perform a variety of administrative and professional technical work for both current and long-range planning activities.

Minimum Qualifications:

The successful applicant must:

- Demonstrate initiative and self-motivation in a busy and ever changing work environment
- Have good customer service skills and the ability to work with divergent interests to provide common solutions
- Have excellent communication, customer service and writing skills as well as excellent organization skills
- Be able to understand zoning codes, building design plans, site plans and state statutes as they relate to land use planning
- Have strong working knowledge of GIS and a high level of competency in various computer programs including databases, design software, word processing and spreadsheets

Job Duties

- Provide support to the Director of Community Planning
- Perform research and prepares statistical data, reports and recommendations for various planning projects, land use, zoning code amendments and other types of current planning

applications such as preliminary plats, conditional uses, Shoreline, SEPA, variances, and appeals of Hearing Examiner decision.

- Prepare maps and graphics, including GIS and computer-generated images, for use in publications, reports, presentations and other reference materials.
- Maintain the City's GIS function
- Assist the Director with preparation of reports for citizen commissions as required
- Attend advisory commission meetings as required and prepare reports for these advisory commissions, hearing examinations, community outreach meetings and Council meetings. This may involve attending meetings after normal working hours
- Coordinate with the Director and Administrative staff the creation and maintenance of planning records including but not limited to approved site development permits, subdivision plats, various zoning approvals, sign permits, and building permits.
- Conduct site visits with property owners
- Assist with zoning and code enforcement on compliance issues
- Create and make presentations for citizen advisory commissions, Council, community organizations and staff
- Develop outreach projects
- Perform other duties as assigned.

Education and Experience

- Bachelor's degree in urban and regional planning, environmental sciences or related fields.
- A minimum of one year experience in professional planning environment for a city, county or as a contract planner or an equivalent of education and experience.
- Comprehensive knowledge of GIS and Microsoft Suite.
- Working knowledge of AUTO Cad, SketchUp Adobe, Illustrator or other design software programs

Other

- The City of Langley values diversity in its workforce and is an Equal Opportunity Employer that does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local laws.
- Work will be performed in both City Hall and occasionally in the field and you may be required to work nights, evenings, weekends and holidays.
- A background check may be required for this position.
- Current driver's license or evidence of equivalent mobility is required.
- The job posting is intended to present a descriptive list of the range of duties necessary to describe the principal functions of the 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. Essential duties include but are not limited those listed in this job posting.
- The City of Langley offers its employees medical, dental, vision and other benefits.

To apply

Send a resume and cover letter outlining your qualifications for this position to Brigid Reynolds, Director of Community Planning via email to planning@langleywa.org by 5:00 pm on August 8.