**OKANOGAN COUNTY COMMISSIONERS'**

**RESOLUTION 46 - 2021**

*A resolution creating a Senior Planner position within the Planning & Development Department*

**WHEREAS**, the Director of Planning & Development has met with the Board of County Commissioners and explained the overwhelming workload in the Department; and

**WHEREAS**, the Director has requested the creation of an additional Senior Planner position; and

**WHEREAS**, it is the desire of the Board of Okanogan County Commissioners to enable their Department to operate in an efficient and effective manner to serve the public.

**NOW, THEREFORE, BE IT RESOLVED** effective on the date of signing, the Board of Okanogan County Commissioners approve the creation of an additional Senior Planner position, within the Planning & Development Department; and

**BE IT FURTHER RESOLVED,** the Board approves the attached Senior Planner Job Description for the newly created position herein.

**DATED** at Okanogan, Washington this 20th day of April, 2021.

**BOARD OF COUNTY COMMISSIONERS**
**OKANOGAN, WASHINGTON**

COUNTY COMMISSIONERS SEAL OKANOGAN WASHINGTON

**ATTEST:**

Laleña Johns, Clerk of the Board

Chris Branch, Chairman

Andy Hover, Member

Jim DeTro, Member

**Title:** Senior Planner
**Grade:** 25

**Scope of Responsibility:**
Performs professional work relating to the Position; provides reviews, analyzes, and makes recommendation to Director of Planning and Development regarding the implementation, coordination, and permitting under The State Environmental Policy Act (SEPA), the National Environmental Policy Act (NEPA), Okanogan County Code, The Okanogan County Comprehensive Plan, and other applicable documents, rules or regulations. Works with the Director, Commissioners, private sector developers, special interest groups, and advisory committees to; plan, fund, and implement county and regional hiking and access trail systems. Insures that all County recreational and trail systems are integrated with regional, state, and federal systems when possible and in the best interest of the County. Participates in the periodic update of the County Comprehensive Plan(s) and the specific sub-area plans as applicable. Serves as a senior position in processing review and compliance for County and permit application submittals.

**Typical Duties:**

- Perform professional and technical level work in the planning, permitting, and coordination of the County permit processes.
- Provides oversight for the County-wide trails and recreation facility planning and implementation.
- Maintains current knowledge of and coordination with the County, State, Federal and Tribal programs, rules, and regulations relating to environmental review and permitting. relating to cannabis farms and other development in the County and State.
- Provides additional oversight for planning and permitting involving cultural sites and processes and serves as the county's interface with the Tribes, State, and Federal agencies for Archeological monitoring and permitting.
- Works with and provides oversight for consultants in the preparation of recreation and trails system plans.
- Works with and provides oversight for consultants and applicants developing cannabis farms for monitoring and compliance.
- Organizes and conducts meetings with individuals, groups, committees, agencies, and interest groups to initiate and maintain extensive public involvement.
- Prepares written studies, reports, evaluations and other documents as requested.

- Assists the Director and Administrative Secretary in securing funding for recreation, trails, archeological and other related projects and in monitoring and administering funding.

- Participates in and provides substance for the update of the Okanogan County Comprehensive Plan as well as revisions and/or development of County codes, ordinances or plans.

- Performs other duties as assigned in support of the department goals.

**Qualifications:**

Requires knowledge in the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as defined in the above job description.

- **Required:**
  - BA or BS degree in Planning, natural resources, wildlife/fisheries biology, forestry/range management, environmental sciences, geography, regional planning, or closely related field.
  - Two years of resource planning experience, preferably in the public sector. (Six years or more experience in related field may be substituted for a degree in the above disciplines)

- Preferred experience:
  - SEPA and NEPA systems and processes
    Recreation/Trails design and management
  - Forester/rangeland management
  - Wildlife/game management
  - Salmon habitat and resource protection such as wetlands, bioengineering, instream habitat, and in-stream flows.
  - Biological assessments, habitat assessments or water quality assessments
  - Shorelines Management
  - Wetland delineation/typing
  - Economic Development
  - Grant administration
  - Closed Basins, net ecological benefits, and groundwater withdrawals under RCW 90.44
  - Washington State and County Cannabis Farming and Production regulation
  - Extensive knowledge of RCW 36.70 Planning Enabling Act

Requires ability to plan schedule and review the work and performance of subordinates and consultants in a manner conducive to proficient performance and high morale. Requires excellent oral and written communication skills, ability to speak before large audiences and ability to explain practices and principles of issues. Requires the ability to establish and maintain effective working relationships with officials, other employees, special interest groups and the general public. Requires ability to prepare and direct the preparation of comprehensive reports, budgets, grant applications, commissioner's agenda bills, departmental materials, and correspondence.

**Special Requirements:**
Requires valid Washington State Driver's License; ability to obtain First Aid, CPR and Defensive Driving certifications. Ability to satisfactorily pass a comprehensive, in-depth background investigation which shows no criminal activity which could directly impact ability to perform the job.

**Essential Functions:**

- Excellent verbal and written communication skills including the ability to speak effectively and persuasively in a variety of settings and to diverse audiences.
- Knowledge of federal, state, tribal and county and local planning regulations and guidelines, including but not limited to: NEPA, SEPA, JARPA, Clean Water Act, Growth Management Act, FPA, HPA and 404 permits.
- Ability to work closely with and maintain good working relations with interest groups, professionals, news media, public officials, governmental agencies and general public.
- Knowledge of Recreational economics and destination trails systems impacts and benefits.
- Knowledge of Washington State and County regulations pertaining to Cannabis licensing, permitting, and operations.
- Knowledge of word processing, database, and spreadsheets. Knowledge and skill as a photographer is beneficial together with knowledge of GIS and ARC View systems.
- Knowledge of ecosystems, wildlife habitat, hydrology, forested lands, mining and mineral exploration, water resources and applied irrigation.
- Closed Basins, net ecological benefits, and groundwater withdrawals under RCW 90.44
- The statements contained herein reflect general details as necessary to describe the principal functions of this 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. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

**Physical Demands:**
The working environment for the Senior Planner is primarily in an office setting; however, individual will be required to travel to off-site locations, work in the field, to attend meetings, training and conferences. This position also may require advance trails system planning and route selection by a field and wilderness/remote and occasional overnight presence and use of GPS equipment and software. This position may be subject to on-call, call-out, and call-back demands. The duties require sitting, standing, walking/hiking on all types of terrain, standing, maintaining balance, climbing stairs and inclines, kneeling, bending, stooping, crouching, reaching, pushing, pulling, twisting; requires a sense of touch, finger dexterity, ability to grip with fingers and hands; to lift and carry up to 50 pounds; may be required to work in the field in adverse weather

conditions; may require working alone and the ability to operate a passenger vehicle; to hear voice conversations, close, far, side vision with depth and color perception. Requires public speaking skills.

**Employee Acknowledgement:**

Employee: _____ Date: _____