

OKANOGAN COUNTY COMMISSIONERS'

RESOLUTION 176 - 2023

A Resolution changing Senior Planner position to Compliance Coordinator Planner

WHEREAS, the Director of Planning & Development has expressed a need for a Compliance Coordinator Planner; and

WHEREAS, there is an unfilled Senior Planner position; and

WHEREAS, the Director of Planning & Development has created a new job description for a Compliance Coordinator Planner; and

WHEREAS, this new job description requires the same type of qualifications as the Senior Planner.

NOW, THEREFORE, BE IT RESOLVED that effective November 20, 2023, the Senior Planner position # PLN005SPL-003 Bars code 001.005.060.558.60.11.03 be changed to Compliance Coordinator Planner; and

BE IT FURTHER RESOLVED, the Board of Okanogan County Commissioners approves the attached Compliance Coordinator Planner job description to replace the Senior Planner position.

DATED at Okanogan, Washington this 28 day of November, 2023.




ATTEST:


Laleña Johns, CMC, Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**


Chris Branch, Chairman


Andy Hoyer, Member


Jon Neal, Member

POSITION DESCRIPTION

<u>Job Title:</u>	Compliance Coordinator Planner
<u>Grade/Step:</u>	Grade 25/ Steph 1-5 (\$21.76 - \$26.45) DOE
<u>Department:</u>	Okanogan County Office of Planning & Development
<u>Reports To:</u>	Planning Director & N.R. Senior Planner

Scope of Responsibility:

This position performs a variety of split duties between Planning and code compliance. Planning tasks will be assigned based on office work load and knowledge of the position. Perform a variety of activities that support a wide range of planning and code compliance tasks.

Under the direction of the Planning Director, review and act upon various code compliance activities to secure compliance with state laws, Okanogan County codes, and accepted standards. Proactively identify and address code violations within Okanogan County jurisdiction. Work may also involve assisting and coordinating compliance activities with other departments and outside agencies. Work is completed in both an office and field environment and may include exposure to health and environmental hazards. Position works closely with the public and may include interaction with impassioned citizens.

Under the direction of the Natural Resources Senior Planner, performs reviews of site analysis (zoning applications) and land use permits. Reviews or assists in the review of development proposals for conformance with codes, plans, and regulations. A significant amount of time will be devoted to administrative land use tasks, such as data entry, file management and legal noticing in association with land use applications. Position works closely with the public on a regular basis to provide customer service on land use and zoning inquiries.

Position utilizes well-developed written, verbal, and analytical skills to problem solve, prepare reports, manage case files, and provide information to applicants, stakeholders and citizens. Work is performed in accordance with deadlines and may require attendance at public meetings and hearings. Attendance at evening meetings may be required on as-needed basis.

Supervision:

Works under the general supervision of Planning Director as it pertains to code enforcement. Works under the general supervision of the N.R. Senior Planner as it pertains to planning tasks.

Essential Job Functions: (Priority Duties/Code Enforcement)

- Work actively with applicants, the public, and other County or outside Agency staff on problem-solving and on finding creative solutions that are technically sound, and that respond to specific issues of a site and/or proposed projects.
- Prepare and deliver informational presentations on a variety of current planning or code enforcement issues.

- Investigate complaints of violations of County code, appropriate zoning ordinances, and related laws, or ordinances; issue required notices to ensure compliance; conduct follow-up investigations to ensure compliance with applicable codes and ordinances.
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of County zoning and related State codes and ordinances; interview complainants and witnesses; conduct investigations; and provide recommendations for resolution. Including but not limited to drafting and enforcing voluntary agreements for mitigation and/or compliance.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations, draw diagrams and illustrations and take photographs.
- Prepare a variety of written reports, memoranda, and correspondence related to enforcement activities.
- Resolve code violations by working with complainants and County & outside Agency staff, and recommending process and procedures to assure the resolution of code violation cases.
- Compose, edit and prepare a variety of written materials including reports, discussion papers, graphics, and other materials.

Essential Job Functions: (Priority Duties/Planning)

- Review projects, prepare decisions, and recommend modifications to site analysis and land use applications within defined parameters and in collaboration with supervisors and peers.
- Conducts field evaluations and assessments related to the review of land use and development permits.
- Assists in resolving citizen and customer issues via the telephone, email, and in person.
- May assist in researching, drafting, and revising county codes; participate in the development of forms and processes utilized to address various issues
- Provides information to the public regarding development regulations, land use and zoning information, and permit processes.
- Prepare or revise forms and handout materials. Assist with department webpage development.
- Assist other County staff on planning or development reporting requirements to state, county, and other agencies.
- Attends public meetings, assisting other planning staff as required on a limited basis.

Qualifications:

Knowledge of:

- Planning principles, methods, and current practices.
- Laws, ordinances, and regulations relating to planning, development, and zoning processes.
- Customer service, problem-solving, and conflict resolution skills.
- Principles, methods, and practices of code enforcement and compliance.
- Compliance requirements of a variety of Okanogan County codes and ordinances.
- Confidential record-keeping procedures and systems.
- Effective investigative techniques.
- Utilize Microsoft Office programs (Word, Excel, PowerPoint, Publisher, etc.), Adobe programs, and permitting programs and systems.
- Modern office procedures and equipment (personal computer, copier, camera, etc.)

Ability to:

- Coordinate project deadlines for completion within established parameters.
- Communicate effectively, both orally and in writing, in a persuasive, informative, and diplomatic manner.
- Interpret standard legal documents.
- Comprehend and apply technical information, and present technical data to the public, stakeholders, and permit applicants in a non-technical manner.

- Familiarize and learn Brightly (permitting software), Riverbank (water allocation software), and other software and/or programs utilized by the department/County.
- Work independently, manage multiple projects, under pressure, with interruptions and challenging deadlines.
- Deal effectively with the public, and maintain effective working relationships with those contacted in the performance of required duties.
- Deal effectively and tactfully with irritated, upset, and angry persons.
- Work as a team member and promote a positive work environment.
- Prepare and deliver concise, well supported, and effective oral and written reports and presentations.
- Physical ability to perform essential job functions.
- Bilingual is desirable

Education and Experience:

Education/Training: Any combination of training or college level (Associate and/or Bachelor) coursework in criminal justice, urban planning, geography, public administration, business administration, architecture, construction technology, or other related field.

Experience: One (1) year of responsible experience in County planning or profession with high level of public contact including some experience in dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal, county, or other codes including land use policy, and zoning implementation, site plan review, and permit processing is desirable.

Special Requirements:

- Possession of a valid Washington State driver's license.

Physical Demands and Work Environment:

The work is performed in an office and outside environment. The duties require walking on all types of surfaces, including rough terrain, sitting, standing, ability to maintain balance, climb stairs, inclines, ability to kneel, bend, stoop, crouch, reach, push, pull, twist, crawl on hands & knees; requires sense of touch, finger dexterity, gripping with fingers and hands; lifting and carrying up to 50 pounds; ability to operate a passenger vehicle; exposure to sunlight, outside temperature extremes, including ice and snow, dust, pollens; exposure to animals, reptiles, and insects which may result in stings or bites; ability to hear voice conversations; far, side vision with depth perception. May be subject to potential physical harm, dangerous situations, and physical attacks.