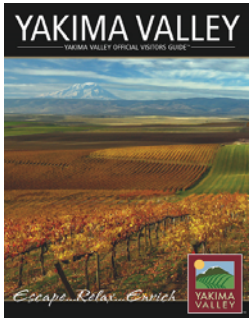


ABOUT THE YAKIMA VALLEY CONFERENCE OF GOVERNMENTS:

Established over 50 years ago by the elected mayors and County Commissioners of the Yakima Valley, the Yakima Valley Conference of Governments (“YVCOG”) was then and is today, a group of community members who are committed to working together on land use, transportation, environment, public safety, housing, homelessness, and other common issues that impact the quality of life for the communities of the Yakima region. YVCOG offers programs that cross jurisdictional boundaries and services to our members in a collaborative approach giving each member an equal voice at the table, promoting equity throughout the Yakima Valley. YVCOG may at times, serve as an intermediary between the communities it represents and the state and federal government entities that are responsible for ensuring the decisions made at the local level are aligned with state and federal laws, and that government resources are managed. The overall mission of Yakima Valley Conference of Government membership is to improve the Valleys’ livability and secure its future by working together on matters of mutual concern.

Located in the center of the state, Yakima County is the second largest county in Washington by area. The region is a rich and productive agricultural valley which is surrounded by lush rivers and mountain ranges. Well known for its production of fruit and vegetables, in recent years it has received national recognition for its many vineyards. Home to approximately 256,700 people, 50.7% of whom



are Hispanic and Latino, the region is culturally rich and diverse. Applicants will find a family friendly environment that offers single family housing with a median cost of in the \$335,000 range. Small town living galore, the region offers urban living in the City of Yakima, which is the largest city in the county, while small farms and more rural living is of abundance in the surrounding cities. The Yakama Indian Reservation, which is home to 15% of the region’s population, is one of the largest Native American tribes in the nation.

ABOUT THE SENIOR PLANNER POSITION:

The Yakima Valley COG is a small group of highly professional and dedicated staff committed to making a difference in the Yakima Valley Region. The Senior Planner position will provide land use planning for members who rely on YVCOG’s planning expertise. The person will interact and work collaboratively with a broad range of elected officials, planning commissions, city staff, and applicants. This person will be responsible to interpret different city’s codes, GMA, and state and federal codes to provide land use planning services. This person must have the ability to work on multiple tasks, be able to prioritize work, and communicate and explain code to interested parties. This person must have excellent communication skills, able to problem solve, and have a thorough understand of the Growth Management Act and how it affects members. They must be able to assist YVCOG members to understand the processes and requirements of government when it comes to land use. It is extremely important this person is able to manage multiple projects meeting deadlines.

PRIMARY RESPONSIBILITIES:

The Senior Planner will report to the Regional Land Use Manager and performs the assigned job duties under general supervision as follows:

- Assists municipalities in identification of comprehensive planning needs and requirements and prepares a variety of comprehensive plan amendments to address community needs.
- Processes land development applications including environmental review, development review, and preparation and presentation of staff reports and recommendations.
- Analyzes land development trends and develops land use regulations (zoning, subdivision, and environmental review requirements) for member jurisdictions using established research and public processes.
- Research availability of grants for public facilities and programs. Administers grants in compliance with state and federal laws and guidelines.
- Various administrative duties including tracking and reporting monthly time expenditures and descriptions of tasks billed to contracts.
- May represent YVCOG by serving on local, state and federal committees concerned with the development and implementation of new or improved services, programs, and policies.
- Develops and maintains good relations with members and state/federal agencies for furthering of programs and projects.
- Responsible to keep projects on track, identifying, and defining project requirements.
- Coordinate project schedules and deadlines, ensuring that all involved tasks are on track to meet deadlines and deliverables.
- Collaborate with staff planning and work modifications, request training and professional development, coaching, offer creative and technical direction, and monitor workflow.
- Monitor and evaluate the efficiency and effectiveness of program and project delivery methods and procedures and identify and implement opportunities for improvement.
- Gather and provide public records if requested.
- Attend member council and planning commission meetings (in the evening) when necessary.
- Educate planning commissions and member staff regarding laws, policies, and GMA.
- This list of job responsibilities is not all inclusive.

REQUIRED EDUCATION AND EXPERIENCE:

- A Bachelor's degree in planning, urban development, transportation, or environmental studies or closely related field or work experience 1:1 as a Land Use Planner.
- Three (3) years of experience in planning and research as related to land use or transportation planning, preferably in Washington State. A Master's Degree may substitute for one (1) year of experience.
- Prior experience working in the public sector is preferred.

- Must be able to obtain a valid Washington State driver's license within 30 days of employment and possess valid auto insurance or demonstrate the ability to travel throughout the Yakima region and state on a regular basis, at times during inclement weather conditions.
- Must possess a strong knowledge of the principles, methods, and practices of planning, and have experience in the preparation of a wide range of written reports.

KNOWLEDGE OF FOLLOWING ABILITIES:

- Principles, methods and practices of planning including: urban, regional, environmental, and community development.
- Fundamental mathematics such as statistical methods.
- Federal, state, and local planning laws, ordinances, and regulations including Washington's Growth Management Act.
- Presentation methods, public participation theory, and facilitation methods.
- Sources and tools for funding and financing local infrastructure.
- Physical, social, political, and geographic principles applicable to Yakima Valley in general.
- Roles and responsibilities of other federal, state, and local public and private organizations.

SALARY & BENEFITS:

- Starting salary for this position is: **\$69,932 - \$72,949.**
- Eligible for 15 days of Personal Leave Time (PTO) leave for year one and two of employment; increases to 18 days at the beginning of the third year of employment followed with increases at five-year increments (5-20).
- Twelve (12) paid holidays per year
- Health benefits include medical, dental and vision for the employee and dependents as established by the Executive Director and Board on an annual basis.
- Additional benefits include long-term disability and life insurance.
- Eligible to participate in DRS Deferred Compensation and in a Health Saving Account.
- Participation in Washington State Department of Retirement Systems PERS is required.
- Wellness Program
- Employees work in the office during the probationary period with an option to work remotely after the probationary period if approved by immediate Supervisor and Executive Director.

HOW TO APPLY:

To apply for this opportunity, email your resume with work related experience and cover letter to yvcog.hr@yvcog.org

Position Open Until Filled

Include in your resume:

- **Experience in essential duties listed in this job description**
- **Knowledge in listed abilities in this job description**
- **Required education and experience listed in this job description**

Yakima Valley Conference of Governments employees consist of grant-funded or city supported positions. Employment as a staff employee of the Yakima Valley Conference of Governments is considered to be at will and may be terminated by you or YVCOG at any time.

*YVCOG fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities.
For more information, or to obtain a Title VI Complaint Form, see <http://www.yvcog.org/title6.pdf> or call (509) 574-1550.*

**The Yakima Valley Conference of Governments is an Equal Opportunity Employer.
This is a drug and tobacco free workplace.**