



# CITY OF BLACK DIAMOND

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24301 Roberts Drive ~ PO Box 599  
Black Diamond, WA 98010

Phone: (360) 886-5700  
Fax: (360) 886-2592

Dear Applicant,

January 13, 2015

Thank you for your interest in the position of **MDRT Senior Planner** with the City of Black Diamond. This is a part-time position (30 hours per week) with the City. Included with this letter you will find information of the hiring process, a position notice, position description, and an application form.

The City of Black Diamond is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately.

In an effort to obtain the best overall fit for the position of MDRT Senior Planner the City will evaluate the information you submit along with the information gathered throughout the hiring process. It is our goal to have this position filled as soon as possible.

The following general information is designed to familiarize you with the hiring process for this position; **however, this process may be adjusted without further notice.**

- To be considered for the position the City must receive a completed original City of Black Diamond Application packet consisting of a completed City of Black Diamond application, letter of interest, current resume that demonstrates your ability to perform the functions of this position and displays the previous experience required and any supplemental education or training information that you wish us to consider that relates to this position. **This position will remain open until filled.**
- Application packets will be reviewed, those applicants chosen for an interview will be contacted by telephone, and those not selected will be notified by mail.
- The interview process may consist of, but not limited to any or all of the following: oral interview, written testing, situational exercise, and ability demonstration.
- All applicants interviewed will be notified by telephone of their status, a written notice will follow. The top applicant(s) will be notified prior to their references being contacted. A second interview may be held.
- If a suitable candidate is selected, a letter of offer for employment with the City of Black Diamond will be issued.

Should you have any questions, I encourage you to contact me at (360) 886-5700 or by email at [bmartinez@ci.blackdiamond.wa.us](mailto:bmartinez@ci.blackdiamond.wa.us).

Sincerely,

**CITY OF BLACK DIAMOND**

Brenda L. Martinez  
City Clerk/HR Manager

City of Black Diamond  
Job Announcement  
MDRT Senior Planner

The City of Black Diamond, Washington, is a growing community of approximately 4,100 citizens with a rich historical heritage, exceptional natural setting and small-town atmosphere. The City is seeking qualified applicants for the position of MDRT Senior Planner to assist the Master Developer Review Team with the management of planning activities for two approved master planned developments. This is a part-time (30 hours per week) position. The City offers a salary range of \$4,061.25 - \$4,881 monthly, with a comprehensive benefit package. Application packets may be obtained at City Hall, 24301 Roberts Drive, Black Diamond, WA, 98010, on the City's website [www.ci.blackdiamond.wa.us](http://www.ci.blackdiamond.wa.us) or by calling 360-886-5700. It is the intent of the City to fill this position as soon as possible.

## CITY OF BLACK DIAMOND

### JOB DESCRIPTION

Job Title: **MDRT SENIOR PLANNER**  
Department: MDRT  
Reports to: MDRT/Economic Development Director  
FLSA: Non-Exempt

#### **SUMMARY:**

Positions in this classification perform a range of advanced professional level urban, land use and environmental planning work. As such, work involves activities in support of major planning projects and policy development. This work requires the application of well-developed written and analytical skills in urban design, land use, code enforcement, transportation, economic development, environmental concerns and other subjects related to planning. Issues are often highly sensitive and therefore require direct contact with citizens, elected officials, officials from other jurisdictions, other City department directors and community leaders. Incumbents must be able to communicate policy in a persuasive, informative and diplomatic manner. Work is performed under deadlines and requires attendance at public meetings and hearings, many of which are held in evening hours. The work requires negotiation and persuasion skills to handle sometimes hostile situations, requiring that policy positions and technical information be translated to other professionals, citizens and elected officials. Excellent speaking and communication skills are required due to frequent presentations before community groups, the Hearing Examiner, the Planning Commission and the City Council.

#### **SCOPE:**

**Reports to:** MDRT/Economic Development Director

Independently performs advanced and complex or highly sensitive planning and community development duties based on professional standards and established policies, guidelines and procedures.

#### **DISTINGUISHING CHARACTERISTICS:**

Incumbents at this level handle complex and sensitive urban and other planning issues. Work is performed independently with responsibility for the design, implementation, and evaluation of land use plans and permit processing. The main difference between the Senior Planner and the Associate Planner position is the degree of independent work involved and the greater amounts of experience, responsibility, leadership, facilitating skills, and ability to handle community and political sensitivity related to complex planning issues. Positions at this level provide guidance and assistance to and may supervise less experienced planners and other staff.

#### **WORK ENVIRONMENT:**

Work is primarily performed in an office setting. Duties require attending some meetings at night and field and site visits and other meetings away from the office. Physical effort

is needed to move, lift and carry office equipment, supplies, and materials. Basic communication skills such as talking, seeing and hearing are needed for frequent person-to-person contact, and telephone usage. The nature of the work has frequent interruptions and contact with the public and staff, and requires strong communication skills.

**ESSENTIAL FUNCTIONS:**

- Reviewing work of planners assigned to the project, and advising planning staff of the specific processes involved.
- Reviews land use applications and site plans for compliance with local and state regulations and plans. Leads and coordinates assigned land use applications through hearing and adoption stages, developing and preparing additional related data as required.
- Coordinates processing of land use applications and preparation of planning studies and reports with other City departments and local agencies, as required.
- Prepares planning reports including recommendations and supporting data for approval and submission to the Planning Commission and City Council. Provides project evaluation and technical direction to planning and other City staff regarding a specialized area of planning such as transportation, environmental concerns, community development or land use.
- Prepares and presents written, oral, and visual reports to hearing bodies, committees, community groups, and private organizations to explain City policy and the impact of planning and development on the community. Attends and makes presentations to such bodies as the Planning Commission, Hearing Examiner, staff, ad hoc and other committees, and City Council regarding specific projects and staff findings and recommendations.
- Provides information to property owners, investors, real estate developers and other interested parties pertaining to land use applications, ordinances, codes and related planning information, within the MPDs.
- May supervise other professional planners and/or support staff.
- Other duties as assigned.

**QUALIFICATIONS:**

**Education and Training:**

Bachelor's degree in planning or related field, and four years of progressively responsible experience in urban or regional planning or a related field; a Master's degree in urban or regional planning or related field may substitute for one year of experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

**Licensing and Certification:**

Valid Washington State driver's license free of serious or frequent violations required.  
AICP (American Institute of Certified Planners) certification preferred.

**Knowledge, Skills, and Abilities:**

- Thorough knowledge of principles, practices, regulations, and techniques in the field of municipal land use planning including such areas as land use, transportation, environmental impact, or other related areas.
- Knowledge of Washington State planning related laws, such as the Growth Management Act; Shorelines Management Act; and State Environmental Policy Act.
- Knowledge of research methods and ability to compile and analyze original data.
- Knowledge of GIS, cartography and graphic design.
- Ability to prepare and administer plans based on survey and analysis of data, citizen participation, and agency consultation.
- Ability to establish and maintain effective working relations with public officials, planning staff, the development community, citizens and work as a part of a team.
- Ability to organize and oversee work programs, work schedules, and progress reviews.
- Ability to communicate effectively with individuals and groups regarding complex or controversial public policy issues or regulations.
- Ability to prepare concise, well supported, and effective reports; related graphics materials; and maps.

*The statements contained herein reflect general details as necessary to describe the principal functions of this classification, 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.*

ORIGINATION DATE: November 2014



# CITY OF BLACK DIAMOND

Physical Address: 24301 Roberts Drive

Mailing Address: PO Box 599, Black Diamond, WA 98010

(360) 886-5700

www.ci.blackdiamond.wa.us

## APPLICATION FOR EMPLOYMENT

The City of Black Diamond in an Equal Employment Opportunity Employer, we consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, material or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately. Please understand that the City will only accept applications for currently advertised positions.

Position desired: \_\_\_\_\_ Date of Application: \_\_\_\_\_

How did you learn of this Vacancy?: \_\_\_\_\_ Date available for employment: \_\_\_\_\_

General Information				
Last Name		First Name		Middle Initial
Street Address	P.O. Box	City	State	Zip
Home Phone ( )	Work Phone ( )	Message Phone ( )	E-mail Address	

(Please Circle One)

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

Have you previously applied for a position with the City of Black Diamond? Yes No  
If yes, Position and Date: \_\_\_\_\_

Have you previously been employed by the City of Black Diamond? Yes No  
If yes, Position and Dates: \_\_\_\_\_

Do you know anyone who is employed by the City of Black Diamond? Yes No  
If yes, Name and Relationship: \_\_\_\_\_

Are you legally authorized to become employed in the United States? Yes No

Are you currently employed? Yes No  
If yes, may we contact you current employer? Yes No

If required for this position what is your Driver's License # and State? \_\_\_\_\_

Have you been convicted of a crime within the past 7 years? Yes No  
If yes, please explain: \_\_\_\_\_

The City, in making hiring decisions, will consider criminal convictions and how a conviction relates to the position you are applying for. A criminal conviction will not automatically bar you from employment.

Does the salary for this position meet your requirements? Yes No

Can you travel overnight if required? Yes No

Are you available to work occasional evenings and/or weekends if required? Yes No

## Education and Training

Did you graduate from high school or receive a GED certificate?  No  Yes

Name/Location of institution that issued you diploma or GED Certificate:

Name of college, university or vocational school	Major	Dates Attended		Full Years Completed	Degrees Conferred		Credit Hours
		From	To		Title	Date	

Indicate any professional certificates or licenses you possess that are related to this position:

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## Employment History

Start with present or last job and work back. Be sure to include the experience which you feel qualifies you for this position. Include military service, volunteer service or other unpaid experience. Failure to complete this section may affect your being considered for an interview or employment. **A RESUME CAN SUPPLEMENT BUT NOT SUPPLANT COMPLETION OF THE FOLLOWING INFORMATION.** Please use a separate sheet if needed.

Employed by:	Your Job Title:
Address	Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	
Employed by:	Your Job Title:
Address	Your Duties:
City & State	
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

### Employment History - Continued

Employed by:	Your Job Title:
Address	Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

  

Employed by:	Your Job Title:
Address:	Your Duties:
City & State	
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

### Additional Qualifications

Please summarize your additional skills or qualifications related to this position, including computer and equipment operation:


### Additional Information

Anything else you would like us to consider relating to your ability to perform the job for which you have applied?


### Professional References

Please list three professional references that are not past supervisors who can speak to your professional qualifications and character.

Name	Position and Employer	Phone Number

**CITY OF BLACK DIAMOND – AFFIDAVIT/CERTIFICATION OF  
INFORMATION AND RELEASE**

By my signature below:

I certify that to the best of my knowledge the information contained in this application and all supplemental information I have submitted is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or during my employment, regardless of when or how discovered.

I certify that I have read the job description for the position for which I am applying and that I can perform the essential and auxiliary functions listed for this position with or without reasonable accommodation, and I understand that the job description is illustrative only and does not list all functions or responsibilities of the position.

I understand that this application is valid only for this position and I must re-apply for any future positions with the City of Black Diamond.

I understand that if I am hired I must produce applicable documents showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that the City may contact my current and prior employers, educational institutions, and other references, whether listed or not listed in my application material. These references are authorized to give the City any and all pertinent information they may have related to my previous job performance and my ability to perform the job I am applying for, this includes information relating to my moral character. I release all persons or entities involved, including the City of Black Diamond, previous employers and their agents, and any other person or entity, from all liability arising from this contact and release of information. (You will be informed prior to the City contacting references and present or past employers.)

I agree to submit to any post-offer, pre-employment, medical or physical testing, as required by the City of Black Diamond.

I authorize the City to conduct a criminal history and credit check and understand that the City in making hiring decisions will consider criminal convictions and how a conviction relates to the position I am applying for. I understand that a criminal conviction does not automatically bar me from employment with the City. (You will be notified prior to the background check and if a credit check is required you will be notified of your rights under the Fair Credit Reporting Act.)

I understand and agree that nothing contained in this employment application packet creates a contract for employment between the City and me. If an employment relationship is established, I understand that unless specifically limited in an expressed, formal executed contract, I have the right to terminate my employment at any time and that the City has the same right.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name - Printed