



City of Cle Elum

POSITION DESCRIPTION
DECEMBER 2025

POSITION TITLE: PLANNING DIRECTOR

REPORTS TO: Reports directly to the City Administrator or their designee under the direction of the Mayor.

SALARY RANGE: \$ 8,716 - \$ 10,594 per Month

STATUS: Full Time Exempt

AFFILIATION: Non-Union

WORKWEEK BASIS: 40

JOB SUMMARY: The City Planner performs a wide range of tasks primarily in an office environment that involves a significant degree of analytical, communication, and decision-making skills and abilities. This position requires a thorough knowledge of planning principles and practices, applicable laws and regulations, and the responsibilities of local governments. The City Planner shall work independently, and as a member of a team, in performing current planning, long range planning, and for assisting with the building permit processes as necessary. As a representative of the City, extensive contact with property owners, developers, the Planning Commission, and committee members, elected officials and the general public is required.

ESSENTIAL JOB FUNCTIONS:

1. Prepare, present, and implement an annual work program including the completion of multiple tasks in a complete and timely manner.
 - a. Prepare and participate in staff meetings.
 - b. Keep the Mayor, City Administrator, and their designee(s) informed on priorities, activities, accomplishments, and emerging issues, as well as communications with elected officials and as a representative of the City.
2. Manage and effectively utilize City resources.
 - a. Establish and maintain such application forms and administrative procedures as may be necessary to implement City regulations.
 - b. Maintain files and records in accordance with City record retention requirements.
 - c. Periodically review and evaluate policies, forms, and procedures.
 - d. Work closely with city staff to provide the efficient and effective delivery of city services.
 - e. Prepare, recommend, and implement changes to increase productivity and efficiencies.
 - f. Contribute to the maintenance of the City's web site.
3. Manage the periodic review, update, and implementation of the City's Comprehensive Plan, Shoreline Master Program, subarea plans, other City plans, and Development Regulations, as assigned.

4. Manage the review and approval of planning and land use applications (subdivisions, short plats, site design review, sign permits, short-term rental applications, etc.), in accordance with the provisions of the Cle Elum Municipal Code.
 - a. Interpret City ordinances, regulations, and requirements and determine the applicability of the Cle Elum Municipal Code to proposed projects and development activities.
 - b. Respond to public inquiries, (in person, by phone/email), explain zoning, code, processes, permit status, design standards; prepare public-facing materials and update website content as needed
 - c. Conduct the required completeness and consistency reviews and make decisions on land use, shoreline, and related planning and land use applications, as assigned.
 - d. Work closely with the Building Official and Fire Chief to implement the International Building Codes as adopted by the city.
 - e. Serve as a SEPA Responsible Official or in a supporting role to the Designated SEPA Responsible Official.
 - f. Conduct Public Hearings in front of a Hearing Examiner and Council when required.
 - g. Provide staff support for the issuance of other City permits and licenses such as business licenses.
5. Maintain effective working relationships with the County, the cities, towns, and state and federal agencies, and Indian Tribes.
 - a. Represent the City in local, regional, and state-wide planning activities, as assigned.
 - b. Review and comment on land use applications and planning projects under review by local, state, and federal agencies.

Support the Code Enforcement Officer with planning- and land use–related Cle Elum Municipal Code violations.

6. Manage consulting contracts, coordinate the activities of City staff and consultants involved in land use planning activities, and provide staff support to planning projects, as assigned.
7. Research, prepare, and participate in the submission of grant applications and the management grant awards and contracts.
8. Maintain a professional level of understanding of current and emerging trends and planning issues.
9. Provide staff support to the Mayor, City Administrator, City Council, Planning Commission, and other boards, commissions, and committees, as assigned. Prepare and present summary reports on planning activities and emergent issues to the Mayor, City Administrator, City Administrator, and City Council.
10. Support the Historic Preservation Commission: develop scope of work, prepare agendas, take minutes, facilitate and run meetings, coordinate public noticing, update website, prepare regular reports to Council/commissions.
11. Support the Planning Commission: similarly, prepare work program, coordinate meeting logistics, take minutes, run meeting sessions, coordinate public notice, post materials online, and produce follow-up reporting/documentation.
 - a. Code amendment & policy work: lead updates to municipal code sections (e.g., Titles 12 & 14, 15, 16, 17, and 18, historic preservation overlays), prepare staff reports for Council, engage in public outreach.

12. Strong oversight of Critical Areas Ordinances: ensure accurate interpretation and application of regulations related to the 100-year floodplain, fish-bearing streams, wetlands, steep slopes, etc. Perform reviews and coordinate with outside agencies as needed; ensure the City's code and processes align with state law (e.g., Washington Growth Management Act) and implement regulatory protections for critical areas.
13. Perform other duties as assigned by the Mayor, the City Administrator, and their designee(s).

NECESSARY KNOWLEDGE AND ABILITIES:

Knowledge of:

1. Principles and practices of city land use planning and permitting.
2. The Washington State Growth Management Act, Environmental Policy Act, Shoreline Management Act, and municipal land use, zoning, annexation, and subdivision ordinances.
3. Methods and techniques of effective technical report preparation and presentation and a basic understanding of the public information process.
4. Local government code enforcement principles, practices, and methods.

Ability to:

1. Establish and maintain effective working relationships with employees, supervisors, and the general public.
2. Prepare and implement an annual work program.
3. Work effectively independently and as a member of a team.
4. Analyze complex situations, problems, and data, and use sound judgment in drawing conclusions and in making recommendations and decisions.
5. Comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely, and legibly.
6. Communicate effectively to the public to explain permit procedures, codes and how to interpret technical information.
7. Read and interpret City plans, permits, maps, and environmental documents.
8. Handle stressful situations and effectively deal with difficult or angry people.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university in Urban, Regional, or City Planning, or a closely related field. A master's degree is preferred. Candidates with a degree in another field may qualify based on equivalent professional planning experience, which may be substituted for education on a year-for-year basis.
2. Five (5) to seven (7) years of professional planning experience in local government or a comparable setting. Experience encompassing both current and long-range planning is strongly preferred. A master's degree may substitute for one (1) year of the required experience.
3. Demonstrated experience with critical areas review (floodplains, wetlands, streams, steep slopes) and familiarity with state regulatory frameworks (GMA, SEPA, etc.).
4. Experience staffing boards/commissions (agenda/minute preparation, meeting management, public noticing, reporting) is preferred.
5. Proven ability to coordinate complex projects, manage consultants/contracts, and collaborate across departments and agencies.
6. Excellent written and oral communication skills; ability to present to commissions, Council, and the public; comfortable with evening meetings.
7. Certification such as AICP (American Institute of Certified Planners) preferred but not required.
8. Valid Washington State Driver's License.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The workstation for the position is Cle Elum City Hall and regular attendance during business hours is required. Attendance at four or more-night meetings a month is expected, and meeting project deadlines may require working more than forty hours per week. Participation in early morning, lunchtime, and additional evening meetings, as well as occasional weekend meetings, may be required. Occasional travel may be required, including overnight stays, but the need to do so will typically be known in advance. Typically, work is performed in a private office located in a moderately noisy office environment of City Hall. Work may occasionally be performed with exposure to inclement weather including temperature extremes and windy/dusty conditions will occur.

COMPENSATION AND BENEFITS:

| | | | |
|-----------------------|--|------------------|--|
| Wage Range: | \$104,590 - \$127,130 per Year \$ 8,716 - \$ 10,594 per Month | Benefits: | Paid Medical Benefits PERS Retirement System \$275 VEBA per Month Vacation / Sick Time 12 Paid Holidays + 1 Personal Day |
| Incentive Pay: | Longevity | | |

NOTICE:

The above position description does not include ALL essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the city administrator to review and discuss the essential and non-essential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if the essential functions can be performed safely with or without reasonable accommodations.

The City of Cle Elum is an Equal Opportunity employer.