



Community Development

125 NW Chehalis Avenue
Chehalis WA 98532

Date: March 28, 2025
To: Lewis County Board of County Commissioners
From: Mindy Brooks, Director of Community Development
RE: Request to Unfreeze Planner 1 Position
Attachments: A – Community Development 2025 Organizational Chart
B – Assistant Planner Job Posting

Staff will provide a presentation at the Wednesday Workshop on April 2, 2025. This read-ahead provides a summary of the request.

REQUEST

Community Development posted the Assistant Planner position, Attachment B, and received 17 qualified applicants; six were chosen for the 2nd round of interviews and all would be a great addition to the Planning Division. We would like to hire the top two applicants. The request is to unfreeze the Planner 1 position, as highlighted in Attachment A, and to fill at the Assistant Planner Step 120, Grade 10.

RATIONALE

In 2026, Community Development will be budgeting to open the Planner III position to take on additional permitting associated with changes to co-management of the city Urban Growth Areas. The existing Planner II, Preston Pinkston, has expressed interest in the Planner III UGA position and will be training up over the last 6 months of 2025 in anticipation. In 2026 we will need to fill his open position when he is promoted. We have a unique opportunity to hire two Planners now.

One of the two applicants is Tara Snelson, a Permit Tech III with 17 years' experience at Community Development. We would offer Tara the Planner 1 position, at her current Step 120 and Grade 10. Tara's existing knowledge of the Lewis County Code means we anticipate expedited training to the Assistant Planner duties and then job shadowing Preston to learn his job duties.

BUDGET IMPACTS

The Community Development 2025 Budget does not reflect hiring two Planners. However, through salary savings, there will be no additional request from the General Fund.

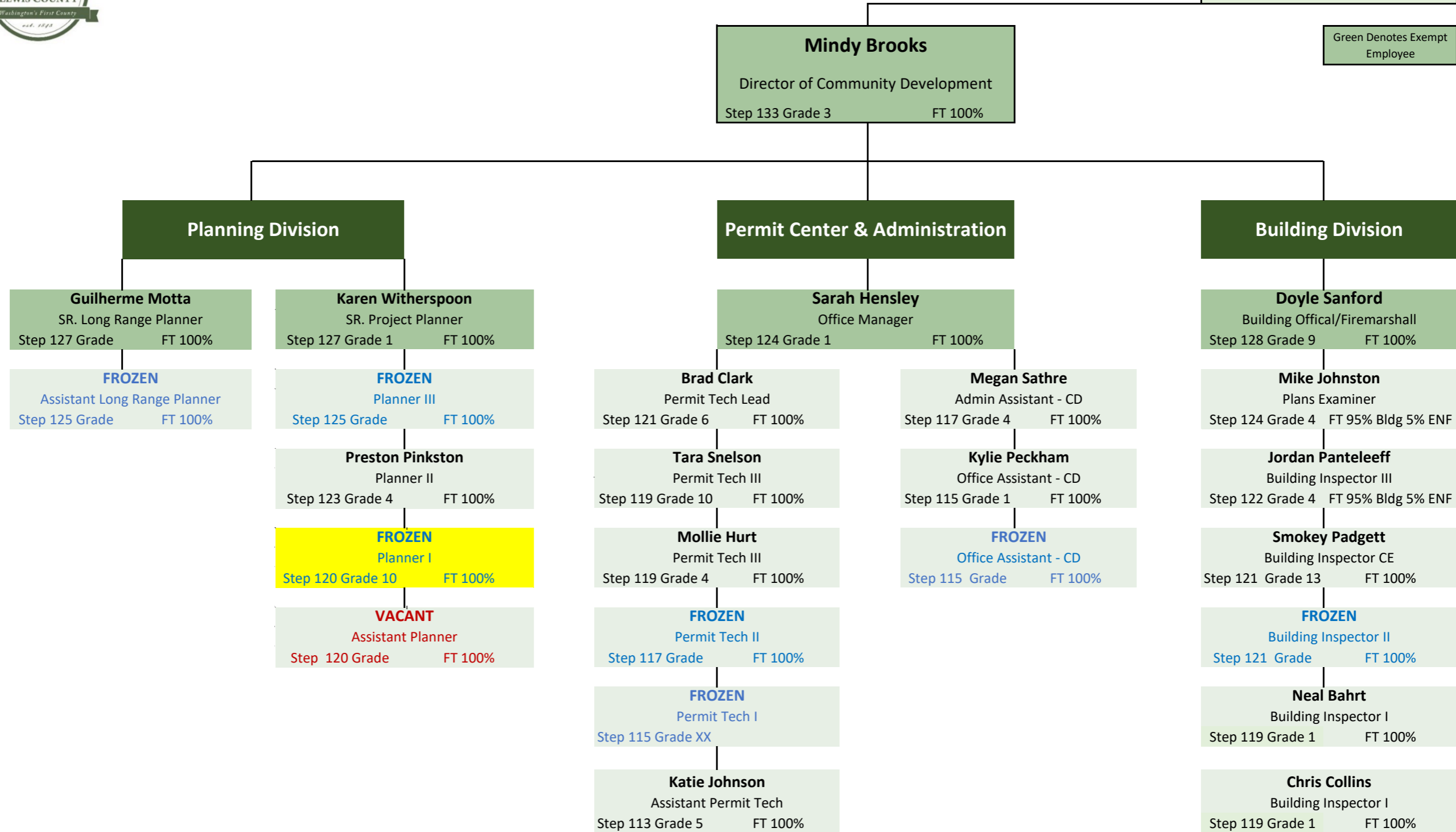
The 2025 Budget includes an Administrative Assistant and Office Assistant both budgeted at 1.0 FTE each. However, we underfilled both positions at 0.6 FTE because of the workload expectations. The underfilling of these two positions has worked and we will be keeping those positions at 0.6 FTE in 2026. The result is approximately \$41,000 in salary savings for 2025. In addition, the Vacant Assistant Planner position in recent months has saved approximately \$8,000. Combined, this will cover the additional Planner for the second half of 2025.



Community Development Org Chart - January 1, 2025

The Comm. Dev Director reports to:
County Manager **Ryan Barrett**

Green Denotes Exempt Employee





Lewis County Employment Opportunity

Department: Community Development | Position: Assistant Planner

Who May Apply: Any Qualified Teamsters Combined

Represented Employee

Employment Status: Regular Full-Time

Salary Range: Grade 120: \$4,876–\$6,560/mo. (DOQ)

Posting Opens: February 7, 2025

Posting Closes: February 14, 2025, at 4:00 p.m.

DEPARTMENT / OFFICE

This is a Teamsters Local No. 252 position located in the Community Development Department.

POSITION SUMMARY

Under close supervision, performs a variety of routine planning functions on behalf of the Lewis County Planning Division; provides customer service to the public; conducts planning research; and performs other related duties as assigned.

This is the entry level in the Planner job series with emphasis on direct customer contact and response to public inquiries regarding County development regulations.

HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov/>

All applications must be completed online using the Lewis County web page.

Lewis County accepts no responsibility for completeness of applications or loss or damage of data. Application materials received by Lewis County becomes the property of the County.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services

WHO MAY APPLY

This recruitment is open to any qualified *current Teamsters Combined represented employee* who meet the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

Note: ALL sections of the application must be complete. "See resume" is not acceptable.

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Cover Letter
- ✓ Resume
- ✓ Proof of required certifications

MINIMUM REQUIREMENTS

- Bachelor's Degree in Urban Planning, Regional Planning, or a closely related field **AND** six (6) months' experience as an intern in a community development department;
 - Or equivalent experience in urban or regional planning
 - A valid Driver's License is required.
 - Proof of eligibility to work in the United States.
 - Ability to speak, read, and write the English language effectively.
 - *Education in lieu of experience will be considered in accordance with Section 2.1 of the Lewis County Employee Handbook*
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NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist