



CITY OF SPOKANE

invites applications for the position of:

SENIOR URBAN DESIGNER SPN 263

OPEN ENTRY

DATE OPEN: Monday, December 11, 2017

DATE CLOSED: Sunday, January 7, 2018 at 11:59 p.m.

SALARY: \$69,112.80 annual salary, payable bi-weekly, to a maximum of \$84,898.08

DESCRIPTION:

Performs responsible supervisory and professional work in city planning, urban design, capital project programming, or community development.

DUTIES:

Planning Department

- Supervises and participates in the development of plans, designs, and neighborhood improvement programs, including text and graphic content and document production.
- Monitors construction activities for neighborhood improvement projects.

Integrated Capital Management Department

- Supervises and participates in the development of capital improvement projects, including project design and budgeting, and text and graphic creation, design, and layout.
- Develops and manages construction budgets.

Development Review

- Facilitates citizens' boards, including the Design Review Committee, appointed by the City Council to address issues of public and private project design.
- Reviews land use, circulation, and site development aspects of development proposals.
- Applies the principles of urban design, urban planning, architectural design, policy development, and design review practices.

Design Guideline, Code, and Policy Development

- Participates in the preparation of new regulations or design guidelines to implement planning and design concepts and policies.
- Prepares graphic interpretations of urban design principles and objectives.

Process Facilitation and Public Engagement

- Administers consultant contracts for project design development work and participates in the selection process.
- Organizes project and design review board meetings; meets with, and makes presentations to various agencies and groups.
- Responds to inquiries from the media, special interest groups, and the general public.

Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements: All requirements must be met at the time of application.

- **Education:** Graduation from an accredited four-year college or university with a bachelor's degree in Urban Design, Architecture, Landscape Architecture, Environmental Design, or a closely related field with course work in the principles and practices of urban planning.
- **Experience:** Four years of experience in public or private employment in planning or design, including one year in a responsible supervisory capacity.
- **License:** A valid driver's license or evidence of equivalent mobility is required.
- **Substitution:** A master's degree in Urban Design may substitute for one year of non-supervisory experience.

Successful applicants shall be required to submit an I-9 form providing verification of employment eligibility prior to employment.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

EXAMINATION DETAILS:

You are required to meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of supplemental questions and a training and experience evaluation (T&E), weighted at 100%.

SEE OTHER SIDE FOR IMPORTANT INFORMATION

EVALUATION STEPS

1. All applicants must complete and submit a City of Spokane employment application online in order to be considered.
2. Civil Service will evaluate the applications and issue Training and Experience (T&E) evaluations by e-mail to qualified applicants only.
3. If you are qualified, you should complete the evaluation and return it to Civil Service. We have included instructions on returning the test within the form.
4. We score the examinations and rank you based on your score. (Veterans scoring criteria is applied according to state law.) We expect to score and rank the initial group of accepted applicants during the week of January 15, 2018.

PLEASE NOTE: You will need to complete the T&E before we can place you on the eligible list.

Responses to your questions should be consistent with the information given in your application details. Answers are subject to verification.

Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each question.

Resumes or other documents uploaded as attachments to the application will not be accepted in lieu of completing the online application or test form.

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

We encourage you to apply immediately.

TO APPLY:

Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: civilservice@spokanecity.org with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 6th day of December 2017.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status, or disability status.