



VOLUNTEER POSITION DESCRIPTION PLANNING COMMISSION

DATE: April 30, 2009

JOB TITLE: Planning Commission Member
Commissioner District #3 Opening

DEPARTMENT: Commissioners

LOCATION: May meet in various locations in Kitsap County

JOB SUMMARY:

Assist the Department of Community Development in carrying out its duties in the development of the Comprehensive Plan and implementing development regulations.

JOB DUTIES:

Meet twice monthly and more frequently as needed. Function as part of the commission by assisting in the preparation and execution of the comprehensive plan, land use ordinances and official controls and amendments. Conduct Public Hearings to take testimony from community members; make findings and conclusions from information gathered and transmit recommendations to the Kitsap County Board of Commissioners.

SKILLS AND QUALIFICATIONS:

Requires the ability to read and interpret written reports. Should have a working knowledge of land use codes. Must be able to take public testimony and make recommendations. Must be able to function as part of an advisory team. Should be willing and able to handle pressure situations. Must be willing and available to attend twice monthly meetings and other meetings as required.

BENEFITS AND TRAINING AVAILABLE:

Department of Community Development staff will provide an orientation and training. There is an opportunity to attend a yearly conference. Members may choose to receive a \$50 reimbursement/compensation for each meeting attended.

RESPONSIBLE TO:

Kitsap County Board of Commissioners

TIME COMMITMENT:

Attend from 1-3 meetings per month, with meetings ranging from 2-3 hours each. Meetings are regularly scheduled on the 1st and 3rd Tuesdays starting at 7 p.m. There are approximately 20-24 meetings each year. Meetings are generally held at the County Administration Building in Port Orchard.

APPLICATION DEADLINE: Apply by May 28, 2009

For more information about responsibilities, contact Jan Koske, Volunteer Services Coordinator 337-4650.

DAS Jan Forms Positions Planning Commission updated 3/07