

# SNOHOMISH COUNTY JOB DESCRIPTION

## CHIEF PLANNING OFFICER

Spec No. 3215

### BASIC FUNCTION

To act as a principal land use specialist of the Planning and Development Services Department and to provide technical planning assistance and professional planning consultation to department personnel and the director when necessary.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Interpret existing, and develop new county land use planning policies, rules and regulations as necessary.
2. Assist the director in identifying and resolving conflicts, problems and issues effecting the department.
3. Maintain quality control and technical consistency of land use planning products and processes with the department.
4. Lead and coordinate special projects as assigned by the director.
5. Provide technical assistance and training to department staff.
6. Analyze proposed, existing, and new local, state, and federal legislation and make recommendations for implementation or other action as necessary.
7. Coordinate implementation of new policies, procedures and development review standards among effected department divisions and staff, coordinates among other jurisdictions and agencies as necessary.
8. Identify and monitor PDS operations, procedures, and products and make recommendations for improvements to the director and county council.

### MINIMUM QUALIFICATIONS

A Masters degree in urban planning, environmental studies, geography, or related field; AND, six (6) years of planning experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- county and state land development codes, regulations and standards
- principles and practices of urban planning and design
- methods and techniques of community involvement
- principles and practices of program planning, organization and administration

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### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- evaluate programs, policies and procedures, analyze operations and take effective action to correct deficiencies and resolve problems
- develop program plans and budgets and evaluate work accomplishments
- mediate and resolve planning issues involving opposing interest groups
- analyze and resolve work related problems
- establish and maintain effective work relationships with all levels of county management and staff, representatives of other agencies and the general public
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- read, interpret and apply laws, rules, regulations and legislation governing department operations
- prepare a variety of correspondence, reports and other written materials

### SUPERVISION

The employee reports to the department head. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained.

### WORKING CONDITIONS

The work is performed in the usual office environment with occasional field trips to locations throughout the county for the purpose of attending meetings and making site visits. The employee is required to work evenings, weekends, and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1997  
EEO Category: 2 - Professionals  
Pay Grade: 111 – Management Exempt Pay Plan  
Workers Comp: 5306 Non-Hazardous