

# SNOHOMISH COUNTY JOB DESCRIPTION

## IT PLANNER 5 - DIS

Spec No. 3400

### BASIC FUNCTION

The IT Planner 5 - DIS is responsible for planning, coordination, execution and monitoring of information technology-focused training activities, published standards; and is involved with establishing and administering vendor contracts. A person in this position applies advanced, extensive knowledge and skills in multiple integrated specialties to manage technical issues that have significant effects in multiple integrated areas. The position works to develop solutions that are creative, effective and enduring. Leads others in applying a working knowledge of project management, acting independently with considerable discretion to act and make decisions. Applies an understanding of strategic critical thinking, and communicates effectively. This work is performed at the enterprise level.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Applies advanced, extensive knowledge and skills in multiple integrated specialties, and contributes to the development of new knowledge related to information technology planning.
2. Manages technical issues that are very complex, impact a very large number of users, demand a very large amount of resources, are of very long duration and/or very high risk, with significant effects in multiple integrated areas. Develops solutions that are creative, effective, and enduring, and designs/creates programs, data structures and reports related to the area of information technology planning.
3. Leads and mentors teams and individuals, directs or supervises staff at lower technical levels, leads small groups, is the principal advocate within the county for a particular function, represents county on technical matters in local and regional groups, and initiates significant improvements in work correlated with information technology planning.
4. Effectively applies and leads others in applying a working knowledge of project planning, management and methodologies in projects that incorporate information technology planning.
5. Acts independently, with considerable discretion to act and make decisions independently in very complex projects and tasks. Displays an advanced understanding of complicated issues, recognizing impacts to a large number and/or wide range of users, consequences of taking risks, and short and long term implications. Considers financial and other impacts of assigning valuable resources. Initiates work to obtain desired results.
6. Demonstrates advanced, rigorous thinking skills on challenging, difficult issues. Uses thinking skills that involve analyzing, prioritizing, abandoning prejudices and previous ideas, and applying practical considerations. Delivers at an advanced level of competency in multiple specialties and roles related to the area of information technology planning.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

7. Serves as a departmental spokesperson on technical matters, acts as a consultant on feasibility and implementation of existing and new technologies, and interprets for others complex information and tasks about information technology planning.

### STATEMENT OF OTHER JOB DUTIES

8. May perform any of the duties and responsibilities of all lower level positions. May perform duties at the same level from other specialty areas. Performs other duties as assigned.

### MINIMUM QUALIFICATIONS

A Bachelor's degree is required and IT certification in multiple directly related specialties preferred; AND five (5) years of directly relevant IT experience, OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass criminal background check. Must pass job related tests.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- the tools, standards, methods, best practices and industry trends applicable to this specialty (expert knowledge)
- project life cycles, resource and workload planning, and detailed cost/benefit analysis techniques (in-depth knowledge)

Ability to:

- understand and follow county and state regulations, policies, etc.
- facilitate and lead multiple team-based cross-functional work efforts that affect multiple projects
- continue to be knowledgeable about current and emerging technologies
- work well with others
- direct others in problem and technical issue resolution
- demonstrate strong written and verbal communication skills
- use personal computer technologies to enhance job proficiency
- create effective documentation
- tackle and resolve conflicts
- motivate others to perform
- interpret client needs

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### SUPERVISION

The employee works independently, in a self directed fashion, with supervision comprised of occasional reviews.

### WORKING CONDITIONS

The work is generally performed in typical office conditions. Customers are primarily internal at the County. Job requires frequent contact outside Department of Information Services. Will perform some field work in certain specialty areas. Some repetitive movements at a computer or business machine. May require occasional lifting and moving of up to 50 pounds. On-call during off duty hours and required to work evenings, weekends and holidays as necessary. May be assigned work shifts consistent with 24 hours/day, 7 days/week coverage. Service oriented environment with frequent interruptions. Occasionally operates motor vehicle.

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: March 2008  
EEO Category: 2 – Professionals  
Pay Grade: 775 – Information Services Pay Plan  
Workers Comp: 5306 Non-Hazardous