

SNOHOMISH COUNTY JOB DESCRIPTION

LAND DEVELOPMENT ANALYST, ASSOCIATE

Spec No. 3090

BASIC FUNCTION

To coordinate the review of land development applications by the Land Development Analysts and to perform entry-level professional assignments in land development which requires the application of basic principles of engineering, planning and related functions.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates the review of land development applications by the Land Development Analysts; prioritizes and tracks the progress of application reviews; coordinates data entry, report generation, and data needs assessment for all applications processed by the Land Development Analysts.
2. Provides information to professional engineers, architects, planners, developers, county officials, and the general public concerning land development issues and projects.
3. Advises applicants of traffic-related submittal requirements; receives and responds to questions from applicants about requirements set by Land Development Analysts.
4. Prepares reports, findings, recommendations, associated motions, ordinances, resolutions, notices of public hearings and other documentation required for public hearings for establishment of Latecomers Assessment Reimbursement Areas.
5. Attends public hearings before the County Council for Latecomers Assessment Reimbursement Area proposals; prepares or supervises the preparation of maps, exhibits, drawings, charts, and graphs as necessary; provides technical testimony as required.
6. Develops and maintains database of information related to all ongoing land development activities.
7. Prepares, tracks, and processes transportation mitigation agreements; calculates mitigation obligations; performs quantity takeoffs for frontage and right-of-way credits.
8. Coordinates, reviews, and tracks all Statutory Warranty Deeds related to land development projects; reviews legal descriptions and title reports.
9. Reviews non-complicated land development applications for residential and commercial projects to insure that they comply with federal, state and county laws, regulations and standards.
10. Researches maps, survey records, legal descriptions, assessor's records, and Public Works records in support of application reviews being done by the Land Development Analysts.

SNOHOMISH COUNTY JOB DESCRIPTION
LAND DEVELOPMENT ANALYST, ASSOCIATE

Spec No. 3090

STATEMENT OF OTHER JOB DUTIES

11. Advises supervisors of potential problems and procedures requiring change; recommends new or changed policies and procedures as appropriate.
12. Assigns, supervises, and evaluates the work of clerical staff as required; trains clerical staff.
13. Performs field reviews, collects and evaluates field data, and prepares drawings for Inadequate Road Condition Determinations.
14. Performs related duties as required.

MINIMUM QUALIFICATIONS

Graduation from a two-year accredited program in civil engineering technology and three (3) years of experience in land development, traffic engineering, or transportation planning; OR, any equivalent combination of education and/or experience which provides the required knowledge and abilities to perform the work. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles, practices, and techniques of engineering and transportation planning;
- federal, state, and local laws, rules, and regulations related to area of assignment;
- the literature, trends, and developments in the area of assignment;
- engineering mathematics as applied to area of assignment;
- principles of planning, organizing, and supervising;
- principles of negotiation;
- general office methods and procedures.

Ability to:

- establish and maintain effective working relationships with associates, subordinates, public and private officials, representatives of other agencies, and the general public;
- gather, analyze, synthesize, and evaluate a variety of data, including statistical data;
- read and interpret a variety of maps, charts, drawings, and blueprints;
- read, understand, and interpret work related technical data;
- work independently and under pressure;
- cope with interruptions;
- use and maintain instruments and equipment used in area of assignment;

SNOHOMISH COUNTY JOB DESCRIPTION
LAND DEVELOPMENT ANALYST, ASSOCIATE

Spec No. 3090

KNOWLEDGE AND ABILITIES (continued)

Ability to:

- plan, prioritize, and coordinate multiple programs and projects;
- lead or supervise the work of subordinate employees;
- analyze and evaluate operations and take effective action to correct deficiencies and resolve problems;
- express ideas effectively, orally and in writing;
- prepare a variety of correspondence, reports, and other written materials and documents.

PHYSICAL EFFORT

Physical hazard from traffic may be present. Physical exertion may be required to lift plans in excess of thirty (30) pounds.

SUPERVISION

The employee reports to and receives general direction from an Engineering Group Supervisor. Employee may lead or supervise the work of clerical staff. The work requires independent judgment and discretion. The work is reviewed through meetings and periodic status reports and by evaluation of results obtained.

WORKING CONDITIONS

Work is performed in an office environment or in the field in varying weather conditions. Meetings or project requirements may involve working evenings, weekends, or 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: October 1992 as Land Development Analyst, Associate
Previous Spec No. 420423
EEO Category: 5 – Paraprofessionals
Pay Grade: 239 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous