

# SNOHOMISH COUNTY JOB DESCRIPTION

## LAND DEVELOPMENT ANALYST

Spec No. 3089

### BASIC FUNCTION

To perform a variety of professional assignments in land development this requires advanced expertise in specialized areas relating to planning, engineering, and related functions.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops recommendations for mitigating measures to reduce or provide for environmental impacts to the county road system caused by private land development actions.
2. Provides technical support and acts as liaison between Public Works and consulting engineering/planning firms, other county departments, and other governmental agencies for transportation related land development issues.
3. Reviews other agency documents and prepares/presents comments on behalf of the department.
4. Conducts field trips to inspect proposed development sites during development review phases and after construction for compliance with conditions of approval.
5. Acts as a technical resource for land development issues.
6. Provides information to professional engineers, architects, planners, developers, county officials, and the general public concerning land development issues and projects.
7. Attends public meetings and formal public hearings before the County's Hearing Examiner or County Council for land development proposals; prepares or supervises the preparation of maps, exhibits, drawings, charts, and graphs as necessary; provides technical testimony as required.
8. Reviews land development applications for residential and commercial projects to insure that they comply with federal, state, and county laws, regulations, and standards.
9. Coordinates review of land development applications with other sections/divisions of Public Works, other county departments, and outside agencies.
10. Meets with county staff, developers, engineers, architects, community members, and outside agencies to provide information on and resolve issues/problems regarding county requirements for transportation aspects of land development actions.
11. Administers the provisions of the county's transportation impact mitigation ordinance for all land development applications submitted to the county for review and approval.
12. Researches and prepares pertinent data and reports for legal counsel for court actions related to land development.

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### STATEMENT OF ESSENTIAL JOB DUTIES (continued)

13. Develops and recommends policies and procedures related to area of assignment.

### STATEMENT OF OTHER JOB DUTIES

14. Performs related duties as required.

### MINIMUM QUALIFICATIONS

A Bachelor's degree in civil engineering, planning, transportation planning, or a related fields; PLUS, two (2) years of professional 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:

- 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;
- public, community, and government relations principles and practices;
- principles of negotiation.

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;
- work independently and under pressure;
- cope with interruptions; read, interpret, and apply federal, state, and local laws, rules, and regulations relating to land development and transportation issues;
- plan, prioritize, and coordinate multiple programs and projects;
- assess the relative advantages and disadvantages of alternative courses of action;
- express ideas effectively, orally, and in writing;
- prepare a variety of correspondence, reports, and other written materials and documents;
- perform site evaluations on varying terrain.

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### SUPERVISION

The employee reports to and receives general direction from an Engineering Group Supervisor. A high degree of independent judgment and action is exercised in determining requirements to be adhered to by developers and resolving administrative and technical problems within the framework of established policies and sound engineering and planning practices. Performance is evaluated through conferences and review of reports to determine program effectiveness and adherence to established policies and objectives.

### WORKING CONDITIONS

The work is performed in an office environment with frequent field trips to locations throughout the county to make site visits, attend meetings, or coordinate work activities. 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: April 1992 as Land Development Analyst Spec

Previous Spec No. 420422

Revised: February 1995

EEO Category: 2 - Professionals

Pay Grade: 241 Classified Pay Plan

Workers Comp: 5306 Non-Hazardous