

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **LAND DEVELOPMENT SPECIALIST, LEAD**

Spec No. 2287

### **BASIC FUNCTION**

To receive, review, and coordinate technical submittals and permit applications for Type I permits such as, residential, commercial, land use and construction projects; reviews applications for completeness and compliance with adopted regulations; provide assistance to customers regarding permit processing problems and conflicts as they arise. Independently works with applicants, finalizing application submittals, and recognizes situations requiring higher level of attention.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Leads employees and provides oversight to subordinates as required; prioritizes and assigns daily work and trains subordinates as necessary; reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established procedures; handles day-to-day coverage issues.
2. Analyzes and resolves technical problems and questions encountered in the work which subordinate level employees cannot answer; receives, investigates and resolves the customer's questions, problems, and complaints.
3. Develops, recommends and implements procedural changes and systems for use by subordinate level employees in the work unit; may serve as liaison with other departments or divisions; coordinates work flow within the assigned area.
4. Accepts Type I permit applications. Reviews for completeness; Determines level of review required and requirements for additional reviews.
5. Acts as project manager and lead reviewer for projects assigned. Coordinates with all other reviews and communicates findings to applicants;
6. Reviews applications, supporting documents and plans to determine compliance with applicable county regulations (example: Title 30).
7. Ensures completion of the project review and permit process by tracking deadlines, notifying review team and scheduling meetings when necessary.
8. Grants final approval after assuring all necessary approvals have been granted. Prepares necessary documentation and authorizes permit issuance.
9. Advises customers of land use and development requirements; explains uses permitted, allowed conditionally, temporarily or administratively; provides initial assessment of environmentally sensitive areas and explains the SEPA and Critical Areas Regulation process.

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#### **STATEMENT OF ESSENTIAL JOB DUTIES** (Continued)

10. Meets with potential applicants/consultants/builders/developers to discuss application submittal requirements; previews submittal materials; receives and responds to questions; prepares a coordinated list of application requirements for customers when necessary.
11. Acts as a procedural and technical resource of the permit review processes, current code requirements, recent code changes, and computer tracking/reporting methods for the review team and other county/agency staff, and private consultants.
12. Advises management and other appropriate PDS staff members of potential problems and procedures requiring change; recommends new or revised policies and procedures as needed.

#### **STATEMENT OF OTHER JOB DUTIES**

13. Develops and revises procedures, application materials and handouts as appropriate relating to the permit process; recommends policy changes as appropriate.
14. Researches and responds to complex technical project questions and project development issues related to Snohomish County codes, plans, policies and administrative determinations of PDS and other departments.
15. Attend professional seminars, training and meetings as required.
16. May perform all the duties of subordinates in addition to related duties as required

#### **MINIMUM QUALIFICATIONS**

A degree planning, engineering or related field; four (4) years planning department experience; OR, certification in the IBC or IFC; OR, Washington State Land Surveyor in Training or Engineer certificate; AND, an additional three (3) years of practical experience in the land development field; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Must pass all job related tests.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- work related codes, ordinances, resolutions, legal opinions, guidelines and regulations governing the permit application process
- departmental policies and procedures
- Growth Management Act
- Snohomish County Comprehensive Plan

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#### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- read, interpret and apply work related laws, rules, regulations, guidelines, technical data and related materials
- read and interpret legal descriptions
- read and interpret a variety of maps, charts, drawings and blueprints
- identify and resolve work related problems and conflicts
- communicate effectively both orally and in writing;
- establish and maintain effective work relationships with management staff, associates, subordinates and the general public;
- work effectively under stress and to meet deadlines as required;
- work independently with minimal supervision.

#### SUPERVISION

Employee works independently and receives direction from a supervisor as assigned. The work is reviewed through meetings and periodic status reports and by evaluation of results obtained.

#### WORKING CONDITIONS

The majority of work is performed in the usual office environment.

\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 2006  
EEO Category: 2 – Professionals  
Pay Grade: 241 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous