

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **PLANNER, PRINCIPAL - PDS**

Spec No. 3213

### **BASIC FUNCTION**

To act as a project manager on assigned planning functions. Provide leadership, experience, project and program management and technical expertise in various specialized current or long range planning fields. Provide county and department level policy interpretations relating to countywide or regional programs.

### **STATEMENT OF ESSENTIAL FUNCTIONS**

1. Serves as project manager for more than one assigned current and long range planning functions; provides and evaluates customer service functions and technical assistant to agencies, groups and individuals both inside and outside the department; provide strategies to improve customer service.
2. Develops integrated land use, environmental, cultural resources, economic development, housing, community development, local government capital facility policy and plan proposals; formulate integrated regional, county and long and short range plans, plan implementation strategies and regulations.
3. Organizes and presents policy recommendations and plan proposals to policy makers at all governmental levels and the general public; provides editing and quality control for the work drafted by other planning staff.
4. Serves as coordinator and evaluator of the development applications review process including permit completeness, conformance with plans, regulations and codes; schedules and conducts technical review meetings with applicants and other affected parties for the most complex development applications; negotiates project redesigns as appropriate; prepares overall schedules of cases for public hearings; provides periodic joint review with senior planners of final site plans; approve minor plan modifications.
5. Represents the PDS Department and Snohomish County in the negotiation of major planning programs with other agencies and jurisdictions.
6. Schedules and provides lead staff support for multiple public meetings, hearings, and council sessions; provides technical expertise and assistance in the preparation of staff reports and recommendations, develops oral and written presentations including findings and reports for comprehensive plans and amendments, land use code amendments and major development application review.
7. Negotiates interlocal agreements and memoranda of understanding with other jurisdictions for annexation, planning and plan implementation activities; reviews and updates administration of county codes and regulations to implement cities' plan and development review systems.

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### MINIMUM QUALIFICATIONS

A Master's degree in urban planning, environmental studies, geography or related field; AND, three (3) years of experience in planning work related to the specific requirements of the position including two (2) years of supervisory experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- supervisory principles and practices
- principles and practices of urban planning and design
- urban planning and land use laws, codes and policies
- methods and techniques of community involvement
- geographical and political aspects of work related areas

Ability to:

- mediate and resolve planning issues involving opposing interest groups
- plan, organize and supervise the work of professional, technical and clerical staff
- analyze and resolve work related problems
- read, interpret and apply federal, state and local laws, rules and regulations governing assigned duties
- arbitrate or enforce laws, codes, ordinances and regulations with firmness and tact
- 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 background
- present technical information clearly to the general public
- synthesize research results of a planning team and use these results as a basis for recommendations

### SUPERVISION

The Employees report to the Planning Manager or administrative superior as assigned. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained. The employees supervise professional level and technical staff.

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### WORKING CONDITIONS

The work is performed in the usual office environment with frequent 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: June 1977  
Previous Spec No.450495  
Revised: December 1988, March 2018  
EEO Category: 2 - Professionals  
Pay Grade: 243 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous