

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNER, SENIOR ENVIRONMENTAL

Spec No. 3297

BASIC FUNCTION

To act as a project manager and coordinating member on assigned planning team. Provide leadership, with environmental and critical area administration technical expertise, in current or long range planning fields.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Serves as project manager or lead planner role for assigned current and long range planning function or functions; provides customer service functions and technical assistance to groups and individuals both inside and outside the department; assumes project manager role of land development review for proposals with the most significant environmental constraints and most complex critical area issues.
2. Analyzes issues and develops land use, environmental, cultural resources, economic development, housing, community development, and local government capital facility policy proposals; formulates plans, plan amendments, plan implementation strategies and regulations; presents policy recommendations and plan proposals to policy makers and the general public.
3. Serves as project manager and conduct development application review process which determines permit application completeness and conformance with comprehensive plans and applicable policies, regulations and codes; inspects and evaluates properties to determine environmental and critical area characteristics as well as compatibility with adjacent land uses; routes applications to other interested agencies and groups for comment; schedules and conducts technical review meetings with applicants and other affected parties; negotiates project redesign as appropriate; prepares and schedules cases for public hearings; reviews final site plans and approves minor plan modifications.
4. Schedules and performs lead staff role in public meetings, hearings, and council sessions for development application review, acts as executive branch representative; prepares oral and written presentations, including findings and reports; responds to questions and solicits input as appropriate.
5. Acts as a technical resource for Biologist Technicians, Biologists, and Senior Biologists; provides knowledge and training in the use of natural resource inventory methods and evaluation, biological data collection, and field inspection procedures.
6. Provides expert testimony on environmental and critical area issues at quasi-judicial land use hearings as well as judicial proceedings.
7. Responds to and resolves environmental and critical area conflicts and questions from the general public, government and private officials, the media and interest groups regarding zoning, subdivisions, code interpretations, permit processing and departmental policies.

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNER, SENIOR ENVIRONMENTAL

Spec No. 3297

STATEMENT OF ESSENTIAL JOB DUTIES (continued)

8. Prepares reports and conducts environmental review under SEPA and SCEPO for the department and review other agencies environmental assessments; formulates, prepares and circulates environmental impact statements; evaluates and prepares environmental threshold determinations for non-exempt proposals; reviews and comments on environmental assessments and threshold determinations prepared by other departments or agencies; provides written and oral interpretations of applicable environmental ordinances and policies as necessary.
9. Conducts economic, demographic, housing, and land use-related studies, projects, analyses, and forecasts; develops and maintains empirical databases to support land use and other planning activities; designs and implements development monitoring systems.
10. Responds to inquiries for comprehensive plan, code and development information; interprets existing plans, policies and codes for the public.
11. Reviews plans, regulations, and other proposals prepared by other agencies and jurisdictions.
12. Designs and implements public involvement and information processes; supports county boards and committees; leads and/or participates in inter-agency planning teams, processes and/or development application review.
13. On a project basis, coordinates with other planners, engineers, biologists, and surveyors in performing plan preparation or complex development review and technical study tasks.

STATEMENT OF OTHER JOB DUTIES

14. Attends professional seminars, training and meetings as required.
15. Conducts habitat related special projects as assigned.
16. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

A Masters degree in planning, environmental studies, geography or related field; AND, two (2) years of environmental planning experience; OR, a Bachelors degree in planning, environmental studies, geography or related field; AND, four (4) years of planning experience; OR, any equivalent combination of training and/or experience that provide the required knowledge, skill and ability to perform the work. Must pass job related tests.

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNER, SENIOR ENVIRONMENTAL

Spec No. 3297

SPECIAL REQUIREMENTS

A valid Washington State driver's license may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of planning and design
- research and data collection techniques
- mapping and charting techniques
- current literature trends, regulations and developments in the environmental planning field
- citizen involvement principles and techniques
- planning related procedures and standards
- combined federal and wetland delineation methods
- wetland and freshwater ecology, wildlife biology and fisheries biology

Ability to:

- gather, evaluate and document technical planning data
- read, interpret and apply legal documents and descriptions
- independently organize tasks, delegate responsibility and coordinate a planning team effort under deadlines
- assume lead planner responsibility and provide necessary direction to associate planners and/or technical staff
- synthesize the research result and use these results as a basis for recommendations
- communicate effectively both orally and in writing
- create graphics necessary to assigned projects
- establish and maintain effective work relationships with all levels of county management and staff, representatives of other agencies and the general public
- read, interpret and apply federal, state, and local laws, rules and regulations governing assigned duties
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- operate personal computers and associated software
- work under stress and meet deadlines

SUPERVISION

Employees in this class receive administrative direction from an administrative superior. The work is performed with considerable independence and is reviewed through meetings, periodic status reports and results obtained.

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNER, SENIOR ENVIRONMENTAL

Spec No. 3297

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 community meetings and coordinating program activities. The employee may be required to work evenings, weekend 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: September 2001
EEO Category: 2 - Professionals
Pay Grade: 242 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous