

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNER, SENIOR

Spec No. 3199

BASIC FUNCTION

To act as a project manager and coordinating member on assigned planning team. Provides leadership, experience and up to date technical expertise in one or more specialized current or long range planning fields.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Serves as project manager for assigned current and long range planning function(s); provides customer service and technical assistance to groups and individuals inside and outside the department.
2. Analyzes issues and develops land use, environmental, cultural resources, economic development, housing, community development, 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 conducts 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 physical characteristics and compatibility with adjacent land uses; route applications to other interested agencies and groups for comment; schedules and conducts technical review meetings with applicants and other parties; negotiates project redesign as appropriate; prepares and schedules cases for public hearings; reviews final site plans and approve minor plan modifications.
4. Schedules and performs lead staff role in public meetings, hearings, and council sessions for comprehensive plan, code amendments, and development application review, and acts as executive branch representative; supervises and/or completes the preparation of staff reports and recommendations, graphics, displays, brochures, leaflets and slide/tape shows; prepares oral and written presentations including findings and reports; responds to questions and solicits input as appropriate.
5. Monitors and evaluates plans and implementation strategies; amends and revises plans as necessary; prepares and revises codes and other land use controls; reviews annexation proposals.
6. Prepares reports and conducts environmental review under GMA, SEPA and Snohomish County Codes for the department and reviews other agencies' environmental assessments.
7. 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.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

8. Responds to inquiries for comprehensive plan, code and development information; interprets existing plans, policies and codes for the public.
9. Negotiates inter-local agreements and memoranda of understanding with other jurisdictions for planning and plan implementation activities.
10. Reviews plans, regulations, and other proposals prepared by other agencies and jurisdictions.
11. Designs and implements public involvement, information, and communication processes; supports county boards and committees; leads and/or participates in inter-agency planning teams, processes and/or development application reviews.
12. Coordinates projects with senior planners, planners, cartographers, and secretaries in performing plan preparation or complex development review and technical study tasks.
13. Prepares and administers grant projects and consultant contracts; performs consultant selection as needed.

STATEMENT OF OTHER JOB DUTIES

14. Provides technical assistance and training related to code interpretation and code amendments to department staff and customers as needed.
15. Analyzes proposed, existing, and new local, state, and federal legislation and makes recommendations for implementation or other action as necessary.
16. Attends professional seminars, training and meetings as required.
17. Performs related duties as assigned.

WHEN ASSIGNED TO LEGISLATIVE DRAFTING WORK

1. Serves as project manager for code development projects; analyzes issues and researches comprehensive plans, applicable policies, regulations and codes prior to drafting legislation, code interpretations and related staff reports.
2. Provides GMA and SEPA reviews related to code amendment projects.
3. Coordinates with county staff, citizens, and agencies during the drafting and review of legislative proposals.
4. Schedules and presents legislative proposals in public meetings, hearings and council sessions.

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WHEN ASSIGNED TO LEGISLATIVE DRAFTING WORK (Continued)

5. Interprets existing and develops new county land use planning policies, rules and regulations as necessary.

MINIMUM QUALIFICATIONS

A Bachelor's degree in planning or a related field; AND four (4) years of planning or related experience; OR, any equivalent combination of training and/or related 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:

- principles and practices of urban planning and design
- research and data collection techniques
- mapping and charting techniques
- current literature trends, regulations and developments in the urban planning field
- citizen involvement principles and techniques
- planning related procedures and standards
- computer technology

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 pressure and meet deadlines

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SUPERVISION

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

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: January 1997
Revised: March 2004, May 2004, February 2017
EEO Category: 2 - Professional
Pay Grade: 242 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous