

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNING AND DEVELOPMENT SERVICES SUPERVISOR

Spec No. 2255

BASIC FUNCTION

To supervise and coordinate the activities and operations of one or more division functions in Planning and Development Services (PDS).

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, supervises, coordinates and evaluates subordinate level employees as necessary and provides for their training, guidance and mentoring; participates in the selection, hiring, promotion, discipline and termination of subordinate employees; promotes and contributes to a work environment consistent with the department mission, vision and values.
2. Works as a team with the other supervisors to make a customer service organization that will facilitate departmental mission; promotes problem solving partnerships within and across divisions.
3. Acts as a technical resource for staff resolving problems; oversees the day to day operations of the work group remaining consistency with county and department standards, principles, methods and priorities; signs-off on appropriate documents as required and authorized.
4. Reviews, develops and implements policies, procedures and budgets related to specific section functions as directed; ensure that areas of operation comply with applicable federal and state laws, regulations and guidelines, and with county ordinances, policies and procedures.
5. Coordinates operations and promotes partnerships with other county departments and programs, outside agencies, citizen groups and the general public as necessary; provides technical assistance to other public agencies or sections as required.
6. Responsible for and oversees the implementation of the county comprehensive plan through the development and administration of land use policies and regulations.
7. Prepares reports and recommendations to the division manager; represents section or division at public hearings or meetings with public officials and commissions, community groups and outside agencies as necessary.
8. Responds to inquiries from the public regarding specific problems or issues in area of assignment.
9. Obtains customer feedback and works with other supervisors and managers to change the processes and revise the organization to deliver improved services, information, permits, inspections and other products more efficiently.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

10. Recommends modifications to county codes and associated regulations, procedures and engineering and development standards.
11. Prepares short term and long range work program and service plans which identify and prioritize proposed projects and programs.
12. Assists the division manager in developing and implementing systems, programs, and long range plans to provide for effective PDS operations.
13. Advises manager and director on the need for public information and involvement efforts; directs design and implementation of such efforts.

STATEMENT OF OTHER JOB DUTIES

14. May assume the duties of the division manager in his/her absence; may perform the duties of subordinate level employees as required.
15. Attends professional seminars, training, and meetings as required.
16. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in a field related to assigned area of responsibility, such as planning, engineering, geo or bio sciences, and public or business administration; AND, four (4) years of professional level experience OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Additional relevant experience can substitute for education on a year for year basis. Must pass all job related tests.

PREFERRED QUALIFICATIONS

Previous supervisory experience preferred.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- supervisory methods and techniques

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KNOWLEDGE AND ABILITIES (Continued)

- principles, practices and techniques in area of assignment
- federal, state and local laws, rules and regulations related to area of assignment
- principles and practices of planning, organization and supervision
- principles and practices and procedures associated with budget preparation and administration
- methods and techniques used in conducting studies and needs assessments
- literature, trends and developments in the area of specialty
- principles of work place and process design and redesign
- use of applicable technology
- principles and practices of continuous improvement

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees
- develop work plans, schedules and budgets
- allocate and make effective use of available resources
- assess the relative advantages and disadvantages of alternative courses of action
- gather, analyze, synthesize and evaluate a variety of data including statistical data
- read, interpret and apply federal, state and local laws, rules, regulations governing area of assignment
- analyze and evaluate operations and take effective action to correct deficiencies and resolve problems
- create, develop and lead a team to effectively deliver customer service
- work well across a group of teams and to be an effective team member
- develop staff and create an embracing workplace
- develop and implement creative and innovative solutions to problems
- train others and develop the potential in assigned staff
- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates, representatives of other agencies and with the general public
- lead programs with public groups
- promote continuous improvement practices
- communicate effectively both orally and in writing
- prepare a variety of correspondence, reports, and other written materials and documents
- use software such as Word, Excel, Visio, and permit tracking systems

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SUPERVISION

The employee reports to and receives direction from a division manager as assigned. The work requires considerable independent judgment and discretion in developing and achieving work unit goals and objectives. The work is reviewed through meetings and periodic status reports and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment that may include frequent field trips to locations throughout the county.

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 2004
Revised: March 2007, June 2017
EEO Category: 2 - Professionals
Pay Grade: 246 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous