

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNING TECHNICIAN

Spec No. 3120

BASIC FUNCTION

To gather, organize and circulate information and materials to assist in the administration of planning activities and grant programs.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Participates in the development and administration of planning activities and grants programs; identifies information required; assists in the solicitation of departmental and citizen involvement.
2. Composes and formats letters, memos, forms, charts, and agendas; prepares oral and visual presentations; rewrites or edits material submitted by others, as assigned by supervisor.
3. Coordinates, facilitates and documents formal hearings and/or meetings, including preparation of materials and agendas and takes notes for finalization of minutes.
4. Makes arrangements for and participates in public meetings; assists in the preparation of graphic displays, brochures, applications, and documentation; responds to questions from the public.
5. Researches files, regulations, ordinances, and laws to assist in the provision of data and information to the department and to the public.
6. Maintains files, records, and documentation and assists in reporting responsibilities as required by funding agencies; prepares reports as directed to assist in providing required documentation to funding agencies, monitors, and auditors.
7. Assists in conducting economic, demographic, and other special studies, projects and forecasts; collects data; assists in the drafting of reports.
8. Assists in the preparation and administration of grant proposals and sub-contracts; records billing for services received; prepares status reports as required.
9. Performs related duties as required.

MINIMUM QUALIFICATIONS

An Associate's degree in planning, environmental studies, geography or a related field; AND, one (1) year experience in planning work related to the specific requirements of the position; OR, any equivalent combination of education and experience which provides the required knowledge, skill and ability to perform the work. Must pass job related tests.

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PREFERRED QUALIFICATIONS

Bachelor's degree is preferred.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of basic land use
- research and data collection techniques
- citizen involvement principles and techniques
- grant administration procedures and standards
- documentation and records procedures and standards

Ability to:

- gather, research, and document technical and demographic data
- read and understand technical data
- 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, staff and representatives of other agencies, and the general public
- read and understand 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 effectively under pressure and meet deadlines

SUPERVISION

Employees in this class receive administrative direction from a Principal Planner or an administrative superior. The work is performed with some independence and is reviewed through meetings, periodic status reports, and evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with occasional field trips to locations throughout the county for the purpose of attending community meetings, and/or making site visits. The employee is required to work evenings, weekends, or holidays as necessary.

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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: December 1990
Previous Spec No. 450500
Revised: November 2017
EEO Category: 3 – Technicians
Pay Grade: 234 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous