

SNOHOMISH COUNTY JOB DESCRIPTION

HUMAN SERVICES PROGRAM PLANNER

Spec No. 2404

BASIC FUNCTION

To act as a program lead on assigned planning functions. This position performs analytical, evaluative, coordinative and/or conceptual staff work in the planning, development and/or administration of human services programs. Provide project and program management and technical expertise in various specialized current and long range human services planning fields.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides and evaluates strategic planning and technical assistance to agencies, groups and individuals both inside and outside the department; provides strategies to improve delivery of services to clients.
2. Develops questionnaires and code sheets suitable for program evaluation; analytically evaluates programs, participates in demographic forecasting and tracking various Human Services program areas.
3. Assists in or develops the design of methodologically sound evaluative studies.
4. 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 Human Services Planners.
5. Represents Snohomish County Human Services in the negotiation of major planning programs with other agencies and jurisdictions as it relates to Emergency Preparedness and Community Resiliency.
6. Researches, reviews, writes and maintains emergency plans and standard operation procedures for department operations during emergency or disaster events.
7. Participates in local, state, and regional emergency preparedness exercises to enhance capabilities within the department operations.
8. Facilitates presentations on emergency preparedness and community resiliency for the department and other applicable community partners.
9. Assists with training the department's workforce to be prepared for emergency or disaster events in conjunction with the Department of Emergency Management.

STATEMENT OF OTHER JOB DUTIES

10. May assist with grant writing and preparation of data related to grants.
11. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A bachelor's degree in planning, one of the social sciences or other field directly related to human services program planning; PLUS, four (4) years progressively responsible planning work in human services program planning; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

A Master's degree is preferred.
Emergency management systems and processes is preferred
Grant writing and budget development preferred.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles, methods and techniques of community organization and development, program evaluation, and program planning, design and implementation
- relevant laws, rules, regulations and legislation governing various human services projects and programs
- methods and techniques of community involvement
- human services planning and evaluation principles and methods
- theories, principles, goals and objectives of public social services

Ability to:

- mediate and resolve planning issues involving opposing interest groups
- build coalitions among groups with differing needs and objectives
- read, interpret and apply federal, state and local laws, rules and regulations governing assigned duties
- 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
- effectively write complex documents including grants, proposals, budgets and reports

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SUPERVISION

This position receives direction from a division manager or the Director of Human Services, as assigned. The work is performed with limited supervision and is reviewed through meetings, reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with frequent field trips to locations throughout the county to attend community meetings and coordinate program activities. The employee may be 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: July 2018
EEO Category: 2 - Professionals
Pay Grade: 243 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous