

SNOHOMISH COUNTY CLASS SPECIFICATION
LAND DEVELOPMENT COORDINATOR LAND USE

Spec No. 3093

BASIC FUNCTION

To coordinate the reviews of land use permit applications between Permit Operations and the land use review staff.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Schedules and conducts pre-application conferences; advises applicants of zoning, permit and site plan requirements, and application procedures.
2. Coordinates the permit requirements review by the land use review staff; tracks the progress of land use permit applications to assure timely completion; prepares a coordinated list of application requirements for applicants.
3. Schedules meetings with applicants to discuss application submittal requirements; receives and screens submittal materials; receives, forwards and responds to applicant questions.
4. Receives applicant requirements packages, verifies materials meet requirements and forwards to land use review staff.
5. Assists in the coordination of the permit review process; receives and responds to questions from applicants on requirements of the land use review staff; coordinates the preparation of application materials with the clerical staff.
6. Coordinates the completion of the land use review and tracks functional signoffs.
7. Coordinates the data entry, application status report preparation, and data needs assessment for land use permit processing; provides technical assistance to data entry personnel.
8. Assures documentation, plans, and other submittal materials are tracked from submittal through final land use review action.
9. Advises supervisors of potential problems and procedures requiring change; recommends new or changed policies and procedures as appropriate.

STATEMENT OF OTHER JOB DUTIES

10. Performs all the duties of a Land Development Coordinator.
11. Performs related duties as required.

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MINIMUM QUALIFICATIONS

Three (3) years experience in permit processing; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- work related codes, ordinances, resolutions, legal opinions, guidelines, policies and regulations governing the land use permit application process;
- departmental policies and procedures;
- personal computer use, including word processing and data base operations.

Ability to:

- read, interpret and apply work related laws, rules, regulations, guidelines and related materials;
- read and interpret a variety of maps, charts, drawings and blueprints;
- read, understand and interpret work related technical data;
- identify and resolve work related problems and conflicts;
- coordinate the work of the unit with other units within the department, with other county departments and with outside agencies as required;
- communicate effectively both orally and in writing;
- establish and maintain effective work relationships with management staff, associates, subordinates and the general public;
- work effectively under stress and to meet deadlines as required;
- prioritize and perform multiple tasks relating to application review and tracking;
- read and interpret site development plans submitted with land use permit applications;
- effectively operate a personal computer utilizing word processing and/or data base software;
- work independently with minimal supervision.

PHYSICAL REQUIREMENT

Work is performed in a seated position, some walking, standing, bending and carrying of light items, such as file folders may be required. Other physical activities are seeing, reading, speaking and hearing as associated with the classification as it is currently performed.

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SUPERVISION

The employee in this class receives general direction from the Current Planning Supervisor. The work is reviewed through meetings and periodic status reports and by evaluation of results obtained.

WORKING CONDITIONS

The majority of work is performed in the usual office environment.

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 1992 Land Development Coordinator,
Land Use Spec No. 440507
EEO Category: 5 – Paraprofessionals
Pay Grade: 238 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous