

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **LEGISLATIVE ANALYST - LAND USE**

Spec No. 2322

### **BASIC FUNCTION**

To provide technical expertise and project management for the council on issues related to comprehensive long range planning.

### **STATEMENT OF ESSENTIAL FUNCTIONS**

1. Develop, research and analyze council initiatives related to comprehensive, economic, natural resource; land use and other long range planning activities; prepare legislation for council consideration.
2. Work with the legislative analysts to review policy and legislative recommendations from the executive and Planning Commission; analyze the legal, fiscal and policy impacts and make written and verbal presentations to the council.
3. Develop integrated land use, environmental, cultural resources, economic development, housing, community development, local government capital facility policy and plan proposals; formulate integrated regional, county and long and short range plans, plan implementation strategies and regulations.
4. Represent the council and serve as a liaison to other governmental entities in the coordination of major planning programs with other agencies and jurisdictions. Make presentations on policy recommendations and plan proposals to policy makers at all governmental levels and the general public;
5. Conduct economic, demographic and other special studies; projects and forecasts; collect and analyze data; develop work plans and schedules; formulate and recommend options and solutions.
6. Serve as the council's representative on various technical advisory committees, commissions and interest groups. Coordinate the formation of various groups as necessary.
7. Assist councilmembers and legislative aides in responding to questions and resolving planning related issues for members of the public.
8. Participate with the legislative analysts in the analyses and review of executive budget proposals, particularly those related to the Planning and Development Services and Public Works budgets.

### **MINIMUM QUALIFICATIONS**

A Masters degree in urban planning, environmental studies, geography or related field; AND, three (3) years of experience in planning work related to the specific requirements of the position. Work related experience may be substituted for the required education or training on a year for year basis. Progression to Legislative Analyst - Land Use Senior is at the sole discretion of the County Council. Must pass job related tests.

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### 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;
- urban planning and land use laws, codes and policies;
- methods and techniques of community involvement;
- geographical and political aspects of work related areas;
- computer word processing, spreadsheet and database applications.

Ability to:

- gather, evaluate and document technical planning data;
- mediate and resolve planning issues involving opposing interest groups;
- analyze and resolve work related problems;
- read, interpret and apply federal, state and local laws, rules and regulations governing assigned duties;
- communicate effectively both orally and in writing; make effective group presentations;
- establish and maintain effective work relationships with all levels of county 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 backgrounds;
- present technical information clearly to the general public;
- effectively manage multiple projects;
- participates in the analysis of county budget and fiscal issues; analyze portions of annual budget and special budget requests as assigned; provide recommendations on funding and staffing levels and department organization.

### SUPERVISION

The employees report to the Chief of Staff, but will also receive assignments directly from Councilmembers. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained.

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#### **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 meetings and making site visits. The employee is 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: May 2008

EEO Category: 2 - Professionals

Pay Grade: 111 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous