

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNER - PDS

Spec No. 3211

BASIC FUNCTION

To act as a technical member of an assigned planning/development review team, with the ability to function independently or as a coordinating member of that team.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Serve as staff participant for assigned short and long range planning functions; provides customer service and technical assistance to groups and individuals both inside and outside the department.
2. Conducts extensive short and long range research and data analysis; respond to inquiries for plan, codes and development information; interpret existing plans, policies and codes for the public.
3. Analyze issues and develop land use policy proposals; assist in formulating plans and regulations; present, as assigned, policy recommendations and plan proposals to policy makers and the general public.
4. Serve as staff member in the development application review process which determines permit application completeness and conformance with comprehensive plans and applicable policies, regulations and codes; inspect and evaluate properties to determine physical characteristics and compatibility with adjacent land uses; route applications to other interested agencies and groups for comment; schedule and participate in technical review meetings with applicants and other affected parties; assist in project redesign as appropriate; prepare and schedule cases for public hearings; review final site plans, landscape plans, clearing plans, final plats, boundary line adjustments, flood hazard permits, temporary dwellings and similar ministerial permits.
5. Schedule and participate in public meetings, hearings, and council sessions for comprehensive plan and code amendments and development application review; prepare staff reports and recommendations and graphics, displays, brochures, leaflets and slide/tape shows; prepare oral and written presentations including findings and reports; responds to questions and solicits input as appropriate; performs in a lead staff role for public hearings, development review or other planning projects of a lesser complexity as determined by the number of governing regulations or a limited need for discretion.
6. Participate in monitoring plans and implementation strategies; contribute to amendments and plan revisions as necessary; contribute to revision of codes and other land use control provision amendments.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

7. Review and contribute to documents in the environmental reviews under SEPA and SCEPO of the department and in review of other agencies' environmental assessments.
8. Review plans, regulations, and other proposals prepared by other agencies and jurisdictions.
9. Implement portions of public involvement and information processes; assists in support of county boards and committees; participates in county planning teams and processes and/or the development application review.
10. Participate as a team of senior planners, planners, cartographers, demographers and secretaries in performing plan preparation or development review and technical study tasks.

STATEMENT OF OTHER JOB DUTIES

11. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in planning or related field; AND, two (2) years of planning experience; OR, any 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:

- principles and practices of urban planning
- planning related procedures and standards
- research and data collection techniques
- current literature, trends, regulations and developments in the urban planning field
- computer technology

Ability to:

- gather, evaluate and document technical planning data
- read, interpret and apply legal documents and descriptions

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KNOWLEDGE AND ABILITIES (Continued)

- synthesize research and use these results as a basis for recommendations
- communicate effectively both orally and in writing
- establish and maintain effective work relationships
- read, interpret and apply federal, state and local laws, rules, regulations and policies governing assigned duties
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- work with a minimum of supervision
- operate computer terminals and applied software packages

SUPERVISION

Employees in this class receive direction from an administrative superior. The work is performed with considerable independence and is reviewed through meetings, periodic status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with frequent field trips to locations throughout the county for the purpose of making site visits.

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 1997
EEO Category: 2 - Professionals
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous