

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNER - PW

Spec No. 3217

BASIC FUNCTION

Performs long-range planning related to the land use, transportation, surface water, environmental and solid waste activities of a county department or division.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Serves as staff participant for assigned planning functions in the following disciplines; transportation, land, use, surface water, solid waste, or environmental science.
2. Conducts research, data analysis, data management, and statistical modeling; responds to inquiries for plan, policy and code interpretations.
3. Analyzes issues and develop planning and policy proposals; assists in formulating plans and regulations, and present policy and plan recommendations to policy makers and the general public. Helps to implement plans and regulations.
4. Participates in monitoring plans and implementation strategies; contributes to amendments and revisions of plans as necessary.
5. Participates in public meetings, hearings and council sessions for program, comprehensive plan, investigations, and code amendments; prepares input to staff reports, and recommendations; prepares graphics, displays, brochures, and oral and written presentations.
6. Reviews and contribute to documents; reviews environmental assessments; reviews relevant plans, regulations and proposals by other agencies and jurisdictions.
7. Provides information and guidance to citizens regarding environmental processes and related best management practices.
8. Works with property and business owners to provide technical information regarding code interpretation, and advises the public of potential violations, compliance requirements and pollution prevention techniques.

STATEMENT OF OTHER JOB DUTIES

9. Coordinates multi-agency site visits and meetings, coordinates referrals and follow-ups.
10. Implements portions of public involvement and information processes; assists in support of county boards and committees; participates in county planning teams and processes.
11. Provides customer service functions and technical assistance to groups and individuals.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in urban planning, civil engineering, geography, sociology, political science, economics, environmental sciences, biology, chemistry, environmental engineering, hydrology, or public administration; AND, one (1) year experience in a related field; OR, any combination of training and/or experience that provides the required knowledge and abilities. Work related experience may be substituted for the required education or training on a year for year basis. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of urban planning or environmental sciences
- planning related procedures and standards
- research and data collection techniques
- county and state clean water and stormwater laws, regulations, and standards
- best management practices to prevent surface water pollution;
- current literature, trends, regulations and developments in the urban planning or environmental fields

Ability to:

- gather, evaluate and document technical planning or environmental data
- read, interpret and apply legal documents and descriptions
- synthesize research and use these results as a basis for recommendations
- communicate effectively both orally and in writing
- establish and maintain effective work relationships with all levels of county management and staff and the general public
- operate personal computers and applied software packages, such as databases, and GIS
- 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
- provide a strong customer service ethic
- interpret laws, codes, ordinances and regulations with firmness, tact and equity
- work with a minimum of supervision

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SUPERVISION

Employees in this class receive direction from a Principal Planner or Supervising Planner. 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 attending community meetings and coordinating program activities. The employee may be required to work evenings, weekend 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: October 1997
Previous Spec No. 451503
Revised: July 2008
EEO Category: 2 - Professionals
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous