

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNER, ASSOCIATE - PDS

Spec No. 3212

BASIC FUNCTION

To perform a variety of support activities in the areas of economic, comprehensive, long range, transportation, water resource and comparable planning functions.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assist in assigned current and long range planning functions; provide customer service functions and technical assistance to groups and individuals both inside and outside the department.
2. Research and analyze issues; assist in the preparation of land use policy proposals; assist in formulating plans and regulations; assist in the presentation of policy recommendations and plan proposals to policy makers and the general public.
3. Provide staff support in the development application review process which determines permit application completeness and conformance with comprehensive plans and applicable policies, regulations and codes; assist with inspection and evaluation of properties to determine physical characteristics and compatibility with adjacent land uses; route applications to other interested agencies and groups for comment; participate in technical review meetings with applicants and other affected parties; assist in preparing cases for public hearings and review of development permits.
4. Assists lead staff with public meetings, hearings, and council sessions for comprehensive plan and code amendments and development application review; assist in the preparation of staff reports and recommendations and graphics, displays, brochures, leaflets and slide/tape shows; prepare oral and written presentations including findings and reports; respond to questions and solicit input as appropriate.
5. Assist with monitoring plans and implementation strategies; recommend to senior staff amendments and plan revisions as necessary; assist; in the preparation and revision of codes and other land use controls; assist in review of annexation proposals.
6. Prepare reports; and assist with environmental reviews under SEPA and SCEPO of the department and in review of other agencies' environmental assessments.
7. Use spreadsheets, data bases and GIS for manipulating and analyzing data.
8. Review plans, regulations, and other proposals prepared by other agencies and jurisdictions and recommend to senior staff appropriate responses.
9. Assist in the design and implementation of public involvement and information processes and in staff support functions for county boards and committees; participates in inter-agency planning teams, processes and/or development application review.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Assist senior planners, planners, cartographers, demographers and secretaries in performing plan preparation or development review and technical study tasks.
11. Attend professional seminars, training, and meetings as required.

STATEMENT OF OTHER JOB DUTIES

12. Performs related duties as required

MINIMUM QUALIFICATIONS

A Bachelor's degree in planning, environmental studies, geography or related field; 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 may be required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of urban planning and design
- 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;
- learn, interpret and apply legal documents and descriptions;
- synthesize research results and use these results as a basis for recommendations;
- communicate effectively both orally and in writing;
- create graphics necessary to assigned projects;
- establish and maintain effective work relationships with supervisors, peers, associates, and the general public;
- read, interpret, and apply federal, state, and local laws, rules and regulations governing assigned duties;
- operate computer terminals and applied software packages.

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SUPERVISION

Employees receive direction from a Principal Planner or 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 attending community meetings and public hearings and 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 - Professional
Pay Grade: 237 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous