

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **PLANNER, ASSOCIATE**

Spec No. 3108

### **BASIC FUNCTION**

To perform a variety of support activities in the areas of economic, comprehensive, long range, transportation, water resource and public works planning functions. The incumbents in this classification do not generally lead projects as do senior planners and they perform tasks in less sensitive areas or on less complex issues.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Assists senior level planners in researching various land development issues or personally performs research on less complex issues; conducts field investigations; performs research of moderate complexity including record and file searches; prepares recommendations, prepares project records, and drafts appropriate written responses.
2. Reviews and processes routine zoning, conditional use, variance, open space, flood plan and planning permit applications for completeness and conformance with comprehensive plans and applicable policies, regulations and codes; explains the permit process to applicants; reviews final plans for compliance with the Hearing Examiner's conditions. Reviews plans, regulations and other proposals prepared by other agencies and jurisdictions; and recommends appropriate responses to senior staff; conducts field inspections as necessary.
3. Answers questions, explains procedures and provides information concerning a variety of land use matters related to building and land use regulations, policies and procedures such as variances, set backs, zoning, and case status questions; explains procedures, and provides planning related records and documents.
4. Prepares portions of complex technical planning reports; assists senior planners at briefings, hearings and official presentations, including on comprehensive plan policy amendments, code amendments, and development application review. Prepares graphics, displays, brochures, leaflets, and presentations.
5. Conducts economic, demographic, transportation and housing forecasts; collects and analyzes data; formulates and recommends alternative options; drafts reports. Assists with monitoring plans and developing implementation strategies; recommends amendments and plan revisions; assists in drafting policies, codes and other land use controls and assists in review of annexation proposals.
6. Reviews, processes, analyzes and adjusts traffic data from Public Works and other sources; conducts capacity analyses of current and planned road systems; develops and maintains computer hardware and software used for transportation modeling; produces traffic models; demonstrates traffic modeling capabilities to county staff, elected officials and the general public.

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### STATEMENT OF ESSENTIAL DUTIES (Continued)

7. May investigate for compliance with mediated conditions such as Hearing Examiner's dispositions.
8. May serve as support to planning staff who are on various technical advisory committees, commissions and interest groups.
9. Performs related duties as required.

### MINIMUM QUALIFICATIONS

A Bachelor's degree in urban planning, civil engineering, geography, sociology, political science, economics, environmental sciences, or public administration; AND, one (1) year experience in a related field. 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 State of Washington Driver's License may be required.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- computer technology and software applications
- 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

Ability to:

- gather, evaluate and document technical planning data
- read, 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 personal computers and associated software

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### KNOWLEDGE AND ABILITIES (Continued)

- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds.

### SUPERVISION

Employees in this class 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: June 1977 Spec No. 450490  
Revised: December 1988; October 2004, January 2017  
Pay Grade: 237 – Classified Pay Plan  
EEO Category: 2 - Professionals  
Workers Comp: 5306 Non-Hazardous