

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNER, PRINCIPAL

Spec No. 3109

BASIC FUNCTION

To supervise professional, technical and clerical personnel in the development and administration of economic, comprehensive, long range and public works plans.

STATEMENT OF DUTIES

1. Plans, organizes, coordinates and supervises an assigned planning function; participates in and makes recommendations concerning the hiring, discipline, transfer and termination of subordinate employees; advises, assists and trains subordinates as necessary.
2. Supervises and participates in the development, preparation and update of economic, comprehensive, long range and public works plans; determines planning study objectives; directs research activities; assigns work and evaluates results; prepares recommendations and seeks approval of programs; prepares implementation ordinances; ensures that completed planning work complies with planning decisions, policies and procedures and applicable codes and statutes.
3. Supervises the administration of federal, state and county regulations governing environmental policy, land use and land subdivision; conducts meetings to review pending proposals, recent Council decisions, jurisdictional inquiries and coordinates case scheduling; schedules cases for the Hearing Examiner.
4. Arranges for, sets up and/or participates in public meetings, hearings and council sessions; acts as departmental representative; supervises the preparation of graphics displays, brochures, leaflets and slide/tape shows; prepares oral and written presentations including findings and reports; responds to questions and solicits input as appropriate.
5. Serves as liaison to the Planning Commission, various technical advisory committees and interest groups; acts as liaison to various state and local agencies; provides information and technical assistance to citizens, municipalities, special purpose districts and grant applicants.
6. Assists planners in resolving conflicts or problems by consultation or on-site inspections; negotiates and mediates disputes with project proponents and their attorneys regarding staff recommended actions.
7. Advises county officials on environmental questions and issues; interprets state and federal environmental laws; develops determinations of environmental significance and initiates and reviews environmental impact statements.
8. Advises department managers and project managers on the need for public information and involvement efforts; directs the design and implementation of those efforts.

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNER, PRINCIPAL

Spec No. 3109

STATEMENT OF ESSENTIAL JOB DUTIES (continued)

9. Supervises the development and drafting of various land use controls, standards and ordinances; interprets ordinances and policies as necessary; recommends the revision of ordinances as appropriate; gives presentations before the Planning Commission and the County Council.
10. Supervises the preparation and submission of federal, state and private grant applications; coordinates the approval process; acts as liaison with grant related government agencies; may supervise the administration of the non accounting related aspects of approved grants; writes contracts with other agencies.
11. Supervises, coordinates or conducts planning related special projects as assigned.
12. Provides for managerial, technical and fiscal reporting as required by various public agencies, policy level advisors or the public; presents oral and written reports to the County Executive, County Council and staff on development inquiries by major firms desiring to locate in the county.
13. Prepares the annual work plan, goals and objectives for assigned functions; assists in the preparation of the annual budget; monitors and evaluates related work for compliance with budget constraints.
14. Coordinates planning activities with other divisions, departments and government agencies; reviews the activities of other agencies and special service districts to ensure compliance and coordination with the county's plans; monitors the impact of new and existing federal, state and local government policies and standards of the county's planning process.
15. May represent the county in court cases dealing with land use or other matters.
16. Performs related duties as required.

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 including two (2) years of supervisory experience. 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.

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNER, PRINCIPAL

Spec No. 3109

KNOWLEDGE AND ABILITIES

Knowledge of:

- supervisory principles and practices;
- principles and practices of urban planning and design;
- urban planning and land use laws, codes and policies;
- methods and techniques of community involvement;
- geographical and political aspects of work related areas.

Ability to:

- mediate and resolve planning issues involving opposing interest groups;
- plan, organize and supervise the work of professional, technical and clerical staff;
- analyze and resolve work related problems;
- read, interpret and apply federal, state and local laws, rules and regulations governing assigned duties;
- arbitrate or enforce laws, codes, ordinances and regulations with firmness and tact;
- establish and maintain effective work relationships with all levels of county management and 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 background;
- present technical information clearly to the general public;
- synthesize research results of a planning team and use these results as a basis for recommendations.

SUPERVISION

The Employees report to the Planning Manager or administrative superior as assigned. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained. The employees supervise professional level and technical staff.

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](#)

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNER, PRINCIPAL

Spec No. 3109

Class Established: June 1977
Previous Spec No.450495
Revised: December 1988
EEO Category: 2 - Professionals
Pay Grade: 243 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous