

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNER, SENIOR - PUBLIC WORKS

Spec No. 3117

BASIC FUNCTION

To coordinate and participate in the development and administration of public works plans and construction projects (related to transportation, solid waste, surface water and land development), process various land development applications, develop environmentally related documents and plans, and run public involvement/information/education programs.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates and participates in the development and administration of public works plans; identifies information required, chooses data collection methods, collects and analyzes data; formulates and recommends options and solutions; develops plan alternatives; prepares analyses, proposals, cost estimates, and reports; conducts special studies, projects and forecasts; solicits departmental and citizen involvement and input; and prepares recommendations for Planning Commission and County Council review.
2. In coordination with other divisions' staff, work on requests for proposals for professional services, monitors budgets and maintains status reports on capital construction projects.
3. Prepares timelines and scheduling for capital construction projects in coordination with Public Works staff, and contractors.
4. Assumes lead planner role as assigned; coordinates with and directs associate planners and/or technical staff in the preparation of plans and reports; ensures that completed work complies with applicable laws, regulations, ordinances and grant requirements.
5. As assigned, supervises, coordinates or conducts planning related projects.
6. Arranges for, sets up and/or participates in public meetings, hearings, and council sessions; acts as departmental representative; prepares or 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.
7. Serves as staff representative on various technical advisory committees, commissions and interest groups; coordinates the formation of various groups as necessary; develops agendas and keeps the groups informed about problems, needs, pending changes and various topics of interest; moderates discussions, mediates disputes, and resolves conflicts; arranges for presentations by other staff and agencies; delegates tasks and work assignments; takes minutes; coordinates the development of group policies, documents and reports.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Responds to and resolves planning related conflicts and questions from the general public, government and private officials, the media and interest groups regarding zoning, subdivisions, code interpretations, permit processing and departmental policies; researches files and provides information over the phone and in writing.
9. Formulates, prepares and circulates environment impact statements; evaluates and prepares environmental threshold determinations for non exempt proposals; reviews and comments on environmental assessments, threshold determinations and statements prepared by other departments and agencies; provides written and oral interpretations of applicable environmental ordinances and policies as necessary.
10. Prepares and submits various grant proposals; drafts and monitors grant award contracts; coordinates and monitors work completed by grant funded subcontractors; administers non-accounting aspects of minor grants.

STATEMENT OF OTHER JOB DUTIES

11. May assist in the preparation of the Annual Construction Plan and six-year Capital Improvement Program.
12. Prepares contracts and monitors the performance of various consultants and interlocal agreements; approves work in progress and on completion; approves billings for services received; prepares status reports as required.
13. Performs related duties as required.

WHEN ASSIGNED TO PROGRAM PLANNING:

14. Conducts transportation modeling/analysis working with modeling software.
15. Develops GIS applications for transportation or planning related projects.

MINIMUM QUALIFICATIONS

A Bachelor's degree in planning, environmental studies, geography, engineering, or a related field; AND, two (2) years experience in planning work related to the specific requirements of the position. 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 is required.

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WHEN ASSIGNED TO PROGRAM PLANNING:

May be required to develop GIS applications for transportation or planning related projects.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of planning and design
- capital construction budget management
- research and data collection techniques
- mapping and charting techniques
- current literature trends, regulations and developments in the planning field
- federal, state and local laws, rules and regulations related to area of assignment
- comprehensive knowledge of public works project management
- computer word processing, spreadsheet and database applications

Ability to:

- gather, evaluate and document technical planning data
- read, interpret and apply legal documents and descriptions
- independently prepare comprehensive plans and studies
- independently organize tasks, delegate responsibility and coordinate a planning team effort under deadlines
- synthesize the research results and use these results as a basis for recommendations;
- communicate effectively both orally and in writing
- make effective group presentations
- provide graphics necessary to assigned projects
- establish and maintain effective work relationships with all levels of county management and staff, representatives of other agencies and the general public
- read, interpret and apply federal, state and local laws, rules and regulations governing assigned duties
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- prepare a variety of correspondence, reports, and other written materials and documents;
- negotiate contracts and oversee contractors
- resolve conflicts
- effectively manage multiple projects and related budgets

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SUPERVISION

Employees in this class receive administrative 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 attending community meetings, and public hearings and making site visits. Employee may be occasionally exposed to manufacturing-type environment and businesses that produce small quantities of chemicals.

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. 450491
Revised: December 1988, September 1999, June 2001
Revised: August 2007, November 2007, November 2012
EEO Category: 2 - Professionals
Pay Grade: 242 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous