

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNER, SENIOR II – SWM

Spec No. 3402

BASIC FUNCTION

Serves as a lead role for planners in the development and administration of surface water management plans and planning projects and/or in the facilitation of stakeholder groups that address complex or controversial surface water issues.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Schedules, assigns and leads the work of planners under the direction of an administrative supervisor as assigned. Advises, assists, and trains planners as necessary.
2. Leads as project manager in the development, preparation, update, and implementation of surface water management plans. Ensures that completed work complies with applicable state and federal legislation, regulations, ordinances, and grant requirements as necessary.
3. Sets up and/or participates in a variety of meeting venues, including stakeholder and public meetings to solicit public input and comment on plans and programs. Project manager in the preparation of graphics and graphic displays, brochures, multi media presentations, and oral and written presentations and reports. Responds to questions and solicits input as appropriate.
4. Serves as lead representative or coordinator for stakeholder committees that address complex or controversial issues. Coordinates the formation of various stakeholder groups as necessary. Oversees and delegates planner level work, including the development of meeting agendas, summaries, and work products. Keeps the groups/committees informed about pending changes and topics for discussion. Moderates discussions, mediates disputes, resolves conflicts, and arranges for presentations by other county staff and agency and tribal representatives.
5. Prepares project work plans, goals, and objectives of assigned planning functions. Assists administrative supervisors in preparing annual project and program budgets and monitors and evaluates related planning work for compliance with the approved budget.
6. Serves in a lead role in planning programs and projects that are highly complex, and may address controversial or sensitive issues. Acts as lead in response to inquiries from citizens, agencies, developers and consultants concerning issues, programs, studies and data related to surface water management.
7. Prepares and submits federal, state, and private grant proposals and applications related to surface water management. Coordinates the grant approval process and acts as liaison with grant funding agencies.
8. Administers and facilitates local stakeholder groups in developing and prioritizing project lists for state and federal grant funding opportunities.

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Spec No. 3402

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Prepares requests for proposals, consultant contracts, or on-call consultant contracts specific to surface water management. Monitors the performance of consultants and approves work in progress and completion of work. Approves billing for consultant services received and prepare status reports on consultant progress as needed.
10. Serves as a lead in preparing briefings, and making recommendations to the County Executive and Executive staff, County Council, Public Works management, technical agency and citizen advisory groups, and stakeholders to explain county position and solicit public input.

STATEMENT OF OTHER JOB DUTIES

11. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in urban planning, natural resource planning, environmental sciences/studies, civil or environmental engineering, geography, or a related field; AND, three (3) years of experience at a senior planner level; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

A Masters degree in any of the above fields is preferred.

SPECIAL REQUIREMENTS

A valid Washington State Diver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles, practices and techniques of surface water management planning and design
- applicable state and federal legislation and regulations, county code and county policies and procedures
- stakeholder and committee processes
- methods and techniques of community involvement
- geographical and political aspects of work related areas

Ability to:

- resolve planning issues involving opposing interest groups or stakeholders

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KNOWLEDGE AND ABILITIES (Continued)

- lead, train, and review the work of lower level professional planners
- read, interpret and apply federal, state and local laws, rules and regulations governing assigned duties
- establish and maintain effective work relationships with all levels of county management and staff, representatives of other state and federal agencies, tribes, and the general public
- critically analyze and resolve work related problems utilizing good judgment
- communicate ideas, issues, technical reports and plans effectively both orally and in writing
- communicate effectively with people of all ages and from a variety of cultural, economic, and ethnic backgrounds

SUPERVISION

The employee reports to and receives direction from a Public Works Supervisor III or IV.

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, watershed, or technical group/advisory committee meetings and coordinating general program or project activities. 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](#)

Class Established: May 2016
Pay Grade: 243 Classified Pay Plan
EEO Category: 2 - Professionals
Workers Comp: 5306 Non-Hazardous