

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNER, SENIOR II

Spec No. 3114

BASIC FUNCTION

Serve as a lead role for planners in the development and administration of professional planning and/or permitting assignments and in the facilitation of groups that address complex planning and/or permitting issues. Performs complex planning and/or permitting assignments.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Serves as a lead and technical resource and makes recommendations to the Public Works and other County department staff on planning and/or permitting related issues; coordinates operations with other agencies, departments, consultants and programs.
2. Manages permitting process for complex Public Works projects including consultant contracts and services. Leads countywide sub-area studies, needs assessments and related activities required for planning and/or permitting. Ensures that completed work complies with applicable state and federal legislation, regulation, ordinance and funding requirements as necessary.
3. Schedules, assigns, and leads the work of subordinate employees under the direction of a supervisor. Advises, assists and trains subordinates as necessary; participates in the selection of new employees and reviews completed work assignments.
4. Leads and participates in the development and maintenance of demographic and socio-economic data such as population and employment forecasts.
5. May lead and participate in the development and maintenance of hardware and software used for planning.
6. Assists in developing work programs and short and long range plans, for their section, for the consideration and approval of the supervisor and the division manager; assists in the preparation of the annual budget proposal for their section; administers the approved section budget.
7. Coordinates with federal, state and local permitting agencies and assists with developing and implementing policies and procedures to ensure compliance with federal and state laws, regulations and guidelines, and with county ordinances, policies and procedures.
8. Responds to inquiries from citizens, developers and consultants concerning issues, programs, studies and data related to planning and development.
9. May prepare portions of environmental impact statements and other complex technical documents.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Assists in resolving conflicts by consultation or on-site inspections; negotiates and mediates disputes with project proponents regarding staff recommended actions.

STATEMENT OF OTHER JOB DUTIES

11. Prepares reports and recommendations to the Planning Commission, County Council, Executive, department managers or other key partners; conducts or participates in public meetings and hearings to explain issues and solicit public input.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in urban planning, natural resource planning, environmental sciences/studies, or civil or environmental engineering, or a related field; AND, three (3) years of experience at a senior planner level including one (1) year of lead experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

A Master's degree in any of the above fields is preferred.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles, practices and techniques of urban, transportation or environmental planning and design
- urban, transportation or environmental planning and land use laws, codes and policies
- stakeholder, community involvement and committee processes
- geographical and political aspects of work related areas

Ability to:

- lead, train and review the work of subordinate employees
- read, interpret and apply federal, state and local laws, rules and regulations governing assigned duties
- utilize computers, planning and demographic/mapping software and other planning tools
- gather, analyze, synthesize and evaluate a variety of data

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- plan and organize the work of professional, technical and clerical staff

KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain effective working relationships with all levels of county management and staff, representatives of other agencies and the general public
- critically analyze and resolve work related problems utilizing good judgment
- communicate ideas, issues, technical reports and plans 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. Independent judgment, initiative and action are required.

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 coordinating program activities. The employee may be 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: December 1988
Revised: September 2018
Pay Grade: 243 - Classified Pay Plan
EEO Category: 2 - Professionals
Workers Comp: 5306 Non-Hazardous

Previous Spec No. 451496