

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNER

Spec No. 3107

BASIC FUNCTION

Reviews and processes various short plat applications and large lot subdivision applications, and final plat applications.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Reviews and processes various short plat applications for completeness and compliance with applicable county codes; secures additional information from applicants as necessary; returns applications and approves/disapproves applications as necessary.
2. Reviews and processes various final plat applications for completeness and compliance with applicable county code and primary subdivision approval conditions; prepares staff recommendation for final flat approval for county council consideration.
3. Performs site inspection of construction work to verify quality of installations and coordinates timely quality completion for acceptance; monitors contractor progress and schedules quality assurance tests and material approvals.
4. Writes findings of fact and conclusions; presents cases before the Hearing Examiner and the County Council; prepares cases for public meetings and hearings if necessary.
5. Conducts pre-application meetings with applicants to discuss proposed projects; explains required submittals, the application process and timing.
6. Conducts environmental review for short subdivisions; prepares and issues appropriate environmental documents in accordance with SEPA.
7. Coordinates short subdivision review with appropriate county representatives from Public Works, Community Development, Water Resources, Planning, and with other agencies to discuss code compliance and related matters.
8. Prepares and reviews technical reports related to subdivision proposals, drainage reports, environmental evaluations and survey and engineering matters.
9. Reviews large lot subdivision applications for completeness and compliance with applicable county codes; schedules technical review meetings with applicants and appropriate county representatives from Public Works, Water Resources and Planning to discuss code compliance and related matters; prepares environmental review findings of fact, conclusions and recommendations; presents cases before the County Council.
10. Conducts field inspections of short plats and large lot subdivisions for such things as county road access, storm drainage control, verification of on-site structures and contours; inspects land use areas for potential roads, and inspects and approves private roads for code compliance.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

11. Develops and maintains database of engineering information related to transportation, land development conditions of the road system in order to provide information and resolve concerns regarding county requirements for land development.
12. Reviews and approves boundary line adjustments and revisions to short plats.
13. Provides information to the general public and responds to questions as required.
14. May perform all the duties of an Associate Planner.
15. 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 Washington State Driver's License may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of urban planning;
- planning related procedures and standards;
- 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 and use these results as a basis for recommendations;
- communicate effectively both orally and in writing;
- establish and maintain effective work relationships with all levels of county management and staff and the general public;
- read, interpret and apply federal, state and local laws, rules, regulations and policies governing assigned duties;

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

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

SUPERVISION

Employees in this class receive direction from a Principal Planner. 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 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: December 1988
Previous Spec No.450499
EEO Category: 2 – Professionals
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous