

SNOHOMISH COUNTY JOB DESCRIPTION

ZONING SPECIALIST

Spec No. 2288

BASIC FUNCTION

To receive, review, and coordinate technical submittals and permit applications for residential construction projects; reviews applications for zoning compliance; provide assistance to customers regarding interpretation of land use and zoning codes; assists customers to resolve permit processing problems and conflicts as they arise.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Accepts residential permit applications. Reviews for completeness and zoning compliance; Determines requirements for additional reviews and coordinates with internal and external agencies. Authorizes permit issuance when all conditions met and reviews complete.
2. Provides information and guidance regarding zoning, land use, right of way use, development and building issues; explains a variety of permit, land development and construction plan review processes.
3. Advises customers of zoning requirements; explains uses permitted outright within each zone and those allowed conditionally, temporarily or administratively; performs initial assessment of environmentally sensitive areas and explains the SEPA and Critical Areas Regulation.
4. Advises applicants of permit, site or construction plan requirements, and application procedures; reviews a variety of residential permit applications or construction plans to determine if the application/plans contain the required information for submittal; calculates fees.
5. Coordinates all residential permit review requirements; tracks the progress of applications to ensure timely completion.
6. Meets with applicants/consultants to discuss application submittal requirements; reviews submittal materials; receives, forwards and responds to applicant questions; prepares a coordinated list of application requirements for the applicants.
7. Advises management and other appropriate PDS staff members of potential problems and procedures requiring change; recommends new or revised policies and procedures as needed.
8. Ensures the completion of the permit/project review process by tracking deadlines through weekly tracking reports; coordinates data entry, application status report preparation, and data needs assessment for the tracking, processing, approving and issuing of permits or projects; designs, creates and produces special reports that track work loads, time frames, projects and permits.

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STATEMENT OF OTHER JOB DUTIES (Continued)

9. Acts as a procedural and technical resource of the permit review process, current code requirements, recent code changes, and computer tracking/reporting methods for the technical department, other county/agency staff, and private consultants.
10. Develops and revises procedures, application materials and handouts as appropriate relating to the permit process; recommends policy changes as appropriate.
11. Researches and responds to complex technical project questions and project development issues related to Snohomish County codes, plans, policies and administrative determinations of PDS and other departments.
12. Attend professional seminars, training and meetings as required.
13. May perform all the duties of Sr. Permit Technician in addition to related duties as required.

MINIMUM QUALIFICATIONS

A degree in urban planning or geography; OR, five (5) years land development experience or related field; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Must pass all job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- work related codes, ordinances, resolutions, legal opinions, guidelines and regulations governing the permit application process
- departmental policies and procedures
- Growth Management Act
- Snohomish County Comprehensive Plan

Ability to:

- read, interpret and apply work related laws, rules, regulations, guidelines, technical data and related materials
- read and interpret legal descriptions
- read and interpret a variety of maps, charts, drawings and blueprints
- identify and resolve work related problems and conflicts
- communicate effectively both orally and in writing
- establish and maintain effective work relationships with management staff, associates, subordinates and the general public
- work effectively under stress and to meet deadlines as required
- work independently with minimal supervision

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SUPERVISION

Employee works semi - independently and receives direction from a supervisor as assigned. The work is reviewed through meetings and periodic status reports and by evaluation of results obtained.

WORKING CONDITIONS

The majority of work is performed in the usual office environment.

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: January 2006
EEO Category: 2 – Professionals
Pay Grade: 238 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous