



## POSITION DESCRIPTION

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### **TITLE: PLANNER II**

**Scope of Responsibility:** This is the second level in the Planner series. Under general supervision of a Senior Planner, performs professional work in the fields of current planning, long-range planning and environmental analysis. Individuals assigned to this classification are normally expected to operate from specific as well as general procedures in work situations, which combine routine, recurring and varied activities. Utilizes a general knowledge of planning and independent judgment to research and analyze data pertaining to assignments.

**Supervisory Responsibility:** This position has no assigned supervisory responsibility but may provide technical or functional training and direction to lower level Planners.

### **Essential Functions:**

- Responsible for answering public inquiries regarding County planning requirements, preparing reports to supervisor, appointed bodies and/or elected officials, reading legal descriptions, preparing maps and graphics for public meetings and/or publications and accomplishing other planning objectives as assigned by supervisor.
- Review development proposals, on-site plans, building plans, parcel maps and subdivision proposals for compliance with appropriate regulations; prepare reports and recommendations.
- Prepare initial studies and review on environmental impact of development projects.
- Compile information and make recommendations on special studies and prepare planning reports.
- Assist in the research and development of comprehensive plan elements.
- Check development plans for issuance of building permits and process permit applications.
- Review and process requests to divide properties.
- Confer with and advise other departments and agencies, consultants, architects, builders, attorneys, contractors, engineers, citizen task forces and the general public regarding County development policies, standards and processes.
- Plan and conduct meetings with individuals and groups in order to initiate the decision making process.
- Receive inquiries from County departments, and other citizens, provide necessary information or refer to appropriate person or agency when unable to handle personally.
- Research related land use and zoning ordinances to provide writing expertise to the department and other local planning committees in drafting County land use ordinances. As assigned, conduct on-site inspection to assure appropriate compliance.
- Assist in the development and administration of the comprehensive plan and other major planning projects.

- Take complaints on potential County code violations, review codes, perform inspections, write violation letters and recommend legal actions when needed.
- Review building permits proposals for compliance with applicable County ordinances and the comprehensive plan.

**Other Duties:**

- Other duties as assigned.

**Minimum Qualifications:**

- BA or BS degree in planning, geography, engineering, environmental sciences or related field.
- Six months of planning experience, preferably in the public sector.
- OR A combination of applicable education and experience equivalent to 4 1/2 years.
- Ability to satisfactorily pass a comprehensive, in-depth background investigation which shows no criminal activity which could directly impact the ability to perform the job.
- Requires a valid Washington State Drivers License.
- Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibilities as illustrated by examples in the above description of duties.

**Preferred Qualifications:**

- Four-year degree in Planning, Geography, computer science or related field.
- Experience working in a government agency or working directly with the public.
- Education or experience with Geographical Information Systems (GIS).

**Knowledge, Skills and Abilities:**

- Knowledge of Washington State planning legislation.
- Knowledge of land use codes, ordinances and regulations.
- Knowledge of the theories, practices, principles and techniques of public sector planning.
- Knowledge of researching methods using a variety of information and data sources.
- Knowledge of office practices, procedures and equipment.
- Skills in providing effective customer service.
- Skills in communicating favorable and adverse decisions/results in clear and concise terms.
- Skills in professional and technical writing.
- Skills in public presentations.
- Skills in operating word processing and database computer applications.
- Ability to implement local planning objectives.
- Ability to communicate effectively both orally and in writing sufficient to conduct or participate in hearings on typical valuation issues.
- Ability to prepare and/or assist in the preparation of comprehensive reports and studies.
- Ability to read, explain, understand, communication and interpret technical information.
- Ability to work cooperatively with others as a member of a service orientated team.
- Ability to coordinate systems, process, and procedures.
- Ability to establish and maintain effective working relationships with a wide variety of others encountered in the course of the work.
- Ability to use MS Excel, MS Word and ArcView GIS.

**Physical Demands:**

This position requires the ability to perform those activities to complete the essential functions of the job. The majority of work is performed in a public service orientated permit center or office setting. Regular site visits for investigative, information gathering purposes may be required. Site investigation may require exposure to weather, working on rough terrain, in wetlands, and being in the proximity to heavy equipment. Travel to meetings and conferences may be required. May require evening travel and meetings. The duties require sitting, standing, walking on all types of terrain, maintaining balance, climbing stairs and inclines, kneeling, bending, stooping, crouching, reaching, pushing, pulling, twisting; requires a sense of touch, finger dexterity, ability to grip with fingers and hands; to lift and carry up to 25 pounds. Requires working alone, ability to operate a passenger vehicle; to hear voice conversations; close, far, side vision with depth and color perception.

**Acknowledgements:**

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**

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Employee Signature

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Date

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Supervisor Signature

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Date

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Department Head Signature

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Date

Effective Date: 03/01/2008	EEO Code: 3	Department: Planning & Development
Dates Amended: 02/22/2008	Union: None	Division: n/a
FLSA Exempt: No	Grade: 20	Pos #: PLN005PL2-002 PLN005PL2-001 PLN005PL1-001 PLN005PL1-004