



SENIOR PLANNER – LONG RANGE JOB DESCRIPTION

Job Title: Senior Planner – Long Range	
Dept./Division: Community Development	Job Class Code: 1724
Pay Grade: 127	PCN: 1724001
FLSA: Exempt	Effective Date: June 2012
Representation Status: Non-Represented	Revision Date: June 2024
Reports To: Community Development Director	

NATURE OF WORK

Under limited supervision, performs and coordinates long-range planning activities, including but not limited to application of the Growth Management Act and other land-use planning statutes on behalf of the Planning Division.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides long-range planning guidance and strategies to the county.
- Conducts interpretation and analysis of planning laws and regulations.
- Advises the Board of County Commissioners on compliance with the Growth Management Act, Shoreline Management Act and other state land use statutes.
- Works with other staff, the public, the planning commission, public officials and agency staff.
- Identifies, drafts, reviews, and implements modifications to local planning legislation to better serve the needs of the community consistent with the long-term goals of the county.
- Prepares and presents materials to committees, elected officials, planning commission, and the public.
- Acts as lead staff for complex major development proposals.
- May make recommendations regarding planning position hiring.
- Assists Director in workflow coordination of Planners, Assistant Planners, and Planning Interns and supervises lower-level planning staff.
- Assists with other duties, including current planning, as workloads dictate.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment; subject to sitting, standing, walking, bending, and reaching. Occasional non-normal business hours, night meetings and some travel are required.

QUALIFICATIONS:

Bachelor's Degree in urban/regional planning or related field and minimum three (3) years of progressively responsible experience in land use planning or a combination of experience and education necessary to successfully perform the essential functions.

COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS):

Knowledge of:

- Principles and practices of land use planning;
- State, federal and local land use policies, procedures and processes;
- Regulations, statutes, codes and ordinances governing land use activities;
- Extensive knowledge of Washington's Growth Management Act, the Shoreline Management Act, SEPA, and other land use statutes;
- Principles of public engagement and professional facilitation methods.

Skills in:

- Effectively interpreting, understanding, implementing and coordinating a variety of complex planning functions among stakeholders, agencies, and the public;
- Effectively transmitting, in writing and orally, complex ideas to a variety of people at varying levels of understanding;
- Use of facilitation methods to engage with diversity of stakeholders;
- Effectively maintaining interpersonal skills and behaviors necessary for working relationships with staff, other county departments and offices, elected officials, local cities, outside agencies and interest groups, and the public;
- Effectively supervising lower-level planning staff;
- Use of the English language, both written and spoken, to effectively communicate complex and often controversial laws, ideas and processes;
- Converting complex planning concepts, ideas, practices and statutes into useful policies, regulations and written reports, draft documents and ordinances, using word processing programs, charts, visual aids, maps and other printed material;
- Use of ESRI or other GIS platforms.

Ability to:

- Learn and follow County policies and procedures.

Behaviors:

- Regular, reliable attendance;
- Effective communication, written and oral.

As the incumbent in this position, I have received a copy of this position description.

Employee's Name

Employee's Signature

Date