



# PLANNER - SENIOR PROJECT JOB DESCRIPTION

Job Title: **Planner – Senior Project**

Job Code: **PP110**

Pay Grade: **127**

Effective Date: **October 2007**

FLSA: **Exempt**

Revision Date: **October 2007**

## NATURE OF WORK

Under limited supervision, coordinates and performs a variety of high-level professional planning functions on behalf of the Lewis County Planning Division; reviews subdivision/binding site permit applications and development proposals for regulatory compliance; administers the County's subdivision process; provides customer service to the public; and performs other specialized duties relative to area of assignment.

## 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.*

- Performs highly skilled and complex planning activities pertaining to land subdivision, watershed, shoreline, and/or wetland planning.
- Conducts independent planning research and analysis; participates in current and long-range planning activities; provides planning recommendations to the Board of County Commissioners (BOCC).
- Provides customer service to the public at the front counter and via telephone; responds to inquiries regarding various types of planning related matters.
- Works with developers, surveyors, engineers, contractors, governmental agencies, and/or other relevant parties regarding the review and assessment of development proposals.
- Conducts pre-submission conferences with applicants and the County's development review staff.
- Serves as the County's Subdivision Administrator; ensures the County's subdivision processes is conducted in accordance with all State regulatory requirements.
- Reviews various types of binding site plan and subdivision applications including preliminary plats, short subdivisions, large lot subdivisions, defacto subdivisions, and simple segregations for consistency and applicable regulatory compliance.
- Schedules, coordinates, and conducts site visits, assessments, and inspections.
- Reviews and evaluates critical areas present on subdivision sites; monitors for the presence of streams, wetlands, drainage ways, hydric soils, steep slopes, and flood zones.
- Approves, approves with conditions, denies, and/or provides alternative recommendations regarding applications submitted.
- Prepares and posts legal notices; sends notifications to affected property owners, governmental agencies, and other interested parties regarding subdivision land use, development activities, applications, hearings, and planning decisions.
- Coordinates and conducts a variety of special projects involving cost recovery analysis, ordinance updates, code development, and/or long-range planning.
- Schedules, coordinates, and participates in planning meetings and hearings; delivers verbal and written presentations; provides planning recommendations to the BOCC, Hearings Examiner, and public.
- Prepares and maintains a variety of departmental records, reports, and documentation.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in a standard office environment and in the field when conducting site inspections; work involves exposure to variable weather conditions and uneven terrain; subject to sitting, standing for extended periods of time, walking, bending, reaching, and stooping.

**DISTINGUISHING CHARACTERISTICS:**

This is the senior level in the Planner job series. This class differs from the Planner by the nature and complexity of work performed and the greater degree of independence granted.

**EMPLOYMENT STANDARDS:**

Bachelor's degree in urban planning, Environmental Planning, or a closely related field; AND four (4) year's progressively responsible planning experience.

A valid Driver's License is required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Principles and practices of planning.
- Planning policies, procedures, and processes.
- Federal and State regulations governing planning and land use.
- Applicable County codes pertaining to planning.
- Specialized planning activities relative to area of assignment.
- Planning records, reports, and documentation.

**Skills in:**

- Coordinating and performing a variety of highly skilled and technical professional planning functions.
- Responding to planning inquiries and providing customer service to the public.
- Reviewing development proposals and permit applications for applicable regulatory compliance.
- Conducting complex planning research and analysis and providing related recommendations.
- Preparing and maintaining a variety of planning records, reports, and documentation.
- Establishing and maintaining effective working relationships with other staff, County departments, property owners, developers, contractors, engineers, outside agencies, and the general public.
- Communicating effectively verbally and in writing.