

YAKIMA COUNTY, WASHINGTON
Class Specification

Class Title: Senior Project Planner

BAND: C	GRADE: 4	SUBGRADE: 4	CLASS CODE: 6344
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DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	OVERTIME STATUS: Non-Exempt
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JOB SUMMARY: Provides advanced professional planning expertise and recommendations on complex development projects, environmental determinations, and/or comprehensive long-range planning projects; empowered to recommend policy and regulatory options or make commitments within areas of expertise and assignments; functions with little supervisory direction or guidance; responsible for project management and technical supervision of professional administrative staff related to assigning planning projects or area of specialization; develops plan and regulatory updates as assigned; and leads, coordinates or participates in special studies, public outreach and education efforts related to land use and community development, and/or long range growth management planning.

DISTINGUISHING CHARACTERISTICS:

The Senior Project Planner class is the highest level of the planner classification series. The Senior Project Planner class is distinguished from the Project Planner class by the advanced level of decision making and additional staff supervisory duties required by the position.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (Position assignments may vary.)	BAND / GRADE
1.	Acts as lead to other division staff, provides input to supervisor regarding regular, contract or temporary employee work performance; instructs others in methods or procedures needed to perform duties.	B2
2.	Manages Section and Division projects that require research and analysis of highly visible land use; develops complex planning, programming and/or regulatory options for review by Section/Division management and others; reviews projects submitted by other divisions, departments, agencies and jurisdictions for consistency with adopted County plans and codes within area of responsibility.	C4
3.	Drafts and assists in preparing Department goals, policies, planning, programming and/or regulatory options and updates, and other project assignments for review by Section/Division management or others.	C4
4.	Provides policy advice and technical assistance to the public, agencies and county staff relating to: plans, policies, ordinances, standards, regulatory and non-regulatory programs, federal and state statutes and administrative codes governing land development, environmental protection and growth management, within area(s) of assignment or expertise.	C4
5.	Performs, conducts or assists with planning analyses related to processing of complex new development project applications. Duties include: initial project review with customer, preparation of required notices, SEPA review, project review and coordinating impact with other agencies / organizations and drafting of final written analyses.	C4
6.	Develops, coordinates and participates in public education/outreach efforts and special studies related to land use, environmental and natural resource planning issues and other program or project assignments. Schedules and facilitates meetings and provides technical expertise to organizations and media as needed.	B2
7.	Performs other duties as required.	

Knowledge: (Position requirements at entry):

Knowledge of:

- Customer service techniques and teambuilding concepts;

- Presentation and meeting facilitation, including use of technology for displaying, analyzing and evaluating research data;
- Research and analytical methods for planning projects including using fundamental mathematics, statistics, scientific methods and field practices for gathering and evaluating data;
- Principles of site impact analysis for development projects; Principles of geography, geomorphology and natural systems functions;
- Legal descriptions, cartography and GIS systems; U.S. Census geography and methodology.; micro-economic theories as applied to the effects of land use regulation;
- Principles, methods and practices of planning related to the area of assignment, including: urban, regional, environmental, natural resource, transportation, and community development;
- Public participation theory and practice including: methods of assessing areas of agreement and conflict among individuals or facilitation groups and techniques for mediating disputes and guiding them to consensus or informed consent;
- Roles and responsibilities of federal, state and other local public and private organizations.
- Rules of grammar, spelling and punctuation used in professional report writing;

Skills (Position requirements at entry):

Skills in:

- Instructing others in methods or procedures needed to carry out their work on assigned projects or tasks.
- Critically analyzing and resolving customer service and internal work related problems;
- Analyzing environmental and land use information to identify options, resolve problems, apply solutions, guidelines and policy to field problems and other work assignments;
- Prioritizing multiple projects within established timelines and parameters;
- Writing routine to complex technical reports and other documents;
- Interpreting, applying and implementing land use policies and procedures;
- Giving presentations, public speaking, and facilitating meetings;
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public;
- Ability to clearly speak, write and graphically illustrate in order to convey general and technical information;
- Ability to: give and receive direction; understand, interpret and follow County and department personnel policies and procedures;
- Researching, interpreting, evaluating and applying a wide variety of inter-related data, policies, laws, codes, and legislation to work assignments; technical data, legal descriptions, maps and aerial photos;
- Using a personal computer and related software applications, and operating basic office equipment such as scanners, plotters; public address systems and audio-visual presentation equipment;
- Applying basic math, algebra and statistics in researching, gathering, organizing and analyzing data from a variety of sources;
- Maintaining files.

Training and Experience (position requirements at entry):

Bachelor's Degree in Environmental Sciences, Natural Resources Management, Planning, Geography, Geology or a field directly related to the area(s) of assignment AND four years of increasingly responsible professional experience (including related internships), demonstrating knowledge and experience in one or more areas within the Planning field related to the area of assignment, including Environmental Planning (SEPA, Critical Areas/Shorelines and Natural Resources), Current Planning (Subdivision and Zoning), and Comprehensive Long Range Planning. A Masters' Degree may substitute for one year of experience OR any equivalent combination of training and experience that would provide the required knowledge, skills and abilities to successfully perform the essential duties of the job.

Ability to speak and understand Spanish and experience with Washington State land use and environmental protection law; specialized training in environmental or natural resource issues, projects (SEPA, GMA, Critical Areas, Shorelines) preferred, as are additional degrees, professional certifications, recognition, awards and licenses that demonstrate acquisition and application of the required knowledge, and abilities to be successful in this position.

Licensing Requirements: A valid WA Drivers' License at time of appointment.

Physical Requirements:

Work is performed in an office and/or field environment with occasional exposure to irate customers and citizen groups. To perform the essential tasks, incumbents must be able to: see, read, communicate in person and over the phone, in writing and perform basic keyboard functions. May require: travel for data gathering, site inspection and analysis; and attendance at night meetings. Requires climbing, reaching, standing, stooping, walking on sometimes-uneven terrain, lifting and carrying objects, pushing/pulling objects; grasping, talking, hearing, seeing and repetitive motions. Rated as Medium Work.

Classification History:

New: 07/2004