



## STRATEGIC PLANNING AND ASSET MANAGER

**Department:** Planning and Public Works  
**Job Class #:** 930500  
**Pay Range:** Professional 11

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is highly professional planning, program management, and/or supervisory work performed for the Pierce County Planning and Public Works Department in the areas of land use, environmental analysis, transportation or utilities, strategic planning, and other subject areas as appropriate. Job duties may include supervision of sections of the department or a highly responsible and complex planning function across a large department or division. Work affects a wide range of activities relating to the administration of County land use, transportation, or utilities plans and ordinances and often relates to activities of major public concern.

### **ESSENTIAL FUNCTIONS:**

- Direct the development and implementation of a department-wide strategic plan, asset management system, and performance and accountability assessment system.
- Oversee, supervise and/or lead the planning and program management of the strategic plan, asset management system, performance measurement and accountability assessment system, and/or other administrative programs or functions across a large department or division.
- Administer appropriate provisions of the Washington State Environmental Policy Act, Planning Enabling Act, and other federal, state, and local land use, transportation, utility, and resource management policies and regulations.
- Develop department-wide performance measures working with all divisions and managers in Planning and Public Works.
- Coordinate and monitor work assignments for technical and professional staff working in various program areas to assure adherence to prescribed time lines, and compliance with departmental procedures.
- Assign, review, and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary action; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Conduct benchmark and national assessment activities for assessing department functions and processes.
- Initiate, direct, and prepare studies and staff reports relative to land use, transportation, or utility issues and analysis of environmental impacts.
- Lead and participate in preparation of annual budget requests, grant proposals, and administration of annual operating budget.
- Participate and cooperate with other staff members in developing and implementing department goals, plans, and accountability assessments.
- Provide guidelines and technical expertise to other staff members and furnish information to County policy makers and the public.

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#### **ESSENTIAL FUNCTIONS: (continued)**

- Create necessary regulations, taking them through the public hearing and adoption process.
- Attend meetings with department director, other department managers, supervisors, public officials, private agency representatives and public/citizen boards and commissions; represent the County and/or Department of Planning and Public Works as required.
- Develop an education and public information program that assists and promotes the goals and objectives of a large division.
- Prepare management reports, correspondence, and office memos regarding non-routine matters.
- Meet the travel requirements of the position.
- Maintain regular, predictable and punctual attendance.
- Effectively persuade, inform, educate, train, solicit information, motivate, and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees, and the general public.
- Work a flexible schedule, which may include evenings, weekends, holidays, and overtime.
- Perform the physical requirements of the position; work within the established working conditions of the position.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** The Strategic Asset and Planning Manager is responsible for managing and supervising various programs, projects, and administrative functions. Full supervisory responsibility of subordinate employees is required by this classification. Work is performed under general direction of the Director of Planning and Public Works or their designee, and work assignments are carried out in accordance with broad objectives. Work is reviewed periodically for compliance with policies, procedures, regulations, legal requirements, degree of conformance with established standards of performance and use of appropriate judgment in planning, development and management of major programs and initiatives.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Strategic Planning and Asset Manager works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

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#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Principles and practices of public administration, organization and personnel management.
- Public works and environmental/land use program planning, management, and supervisory practices and procedures.
- Strategic planning, asset management, and performance and accountability practices and methodologies of public administration and public works and utilities.
- Federal, state, and local regulations, laws, and ordinances regarding issues of land use and environmental management, transportation or utilities, including the Washington State Environmental Policy Act, Planning Enabling Act.

##### **Skill in:**

- Use of independent judgment and effective decision making in the application of a wide variety of laws, policies and procedures and in effective problem solving.
- Use and operation of personal computer, spreadsheet software, and related computer programs and equipment.

##### **Ability to:**

- Effectively plan, develop, and implement department-wide strategic plan, asset management system, and performance and accountability assessment system.
- Research and develop transportation and utility ordinances and related regulations.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives having a program or county-wide impact.
- Effectively assign, evaluate, and supervise professional, technical, and administrative staff, including subordinate supervisors.
- Prepare annual budget requests, grant proposals, and administer operating budget.
- Make presentations to public/citizen boards and commissions including the County Council.
- Ensure compliance with federal, state, and local land use, transportation, utility, and resource management laws and regulations.
- Establish and maintain effective working relationships with state and local officials, department managers, employees, and their representatives and the general public.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner,
- Physically perform the essential job function of the classification.
- Meet the travel requirements of the position.

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**MINIMUM REQUIREMENTS TO APPLY:** Graduation from a four-year college or university with major course work in business/public administration, engineering, planning, environmental studies, geography, or related field and eight or more years of related strategic planning or asset management work experience required. A Masters Degree is desired. Previous experience with local, county, or state planning work is desired. Additional education or experience may substitute for the recruiting requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Satisfactory physical condition, as evidenced by a County-approved physician, may be required prior to appointment. A valid Washington State driver's license may be required when travel is required of the position.