



PLANNER 3

Department: Various
Job Class #: 644100
Pay Range: Professional 09

FLSA: Non-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: The Planner 3 provides advanced professional planning work. An employee in this classification is responsible for performing highly skilled planning tasks and functions. Duties involve design, review, and implementation of a variety of planning projects, as well as support to various boards and commissions. The employee is responsible for specific programs, large projects, serves as a subject matter expert providing direction on program specifics and may act as a lead worker.

SERIES CONCEPT: The Planner 3 is the third level of a five level Planner series. Work in this classification is distinguished from the Planner 2 by a higher degree of independent functioning and judgment and greater depth of responsibility required in planning work. The Planner 3 is responsible for specific programs, large projects, serves as a subject matter expert providing direction on program specifics and may act as a lead worker. The Planner 3 is distinguished from the Planner 4, as the Planner 4 has supervisory responsibility.

ESSENTIAL FUNCTIONS

- Provide guidance and technical expertise, and training to staff.
- Serve as subject matter expert for assigned planning projects and programs.
- Review and monitor various programs, projects and applications to ensure compliance with various codes, plans, contracts, agency policies and procedures, and rules and regulations.
- Develop, and prepare planning documents including drafting code amendments, regulations, policies and procedures.
- Interpret local, state and federal laws, regulations and guidelines as they relate to assigned responsibilities and stay abreast of various legislative changes.
- Perform research, prepare special studies, write reports, collect and analyze various statistical and/or technical data to apply to a wide range of planning functions.
- Work with others across departments and organizations on the development of various plans.
- Prepare, submit and obtain grants.
- Participate in and lead the preparation and presentation of reports and information and present to County Officials, departments, external entities, and the general public regarding a wide range of planning functions and other related areas.
- Assist with land acquisitions - negotiate with land owners, order title reports, appraisals, review appraisals, work with County attorney, real estate agent and mortgage companies to finalize escrow documents, transfer funds to escrow account.
- Represent the Department at internal and external meetings.
- May participate in the preparation and monitoring of program, project or capital budget.
- May assign work to a specific work unit and ensure tasks are completed correctly and timely.
- May participate in employee performance evaluations.

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- 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.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Lift and carry up to 20 lbs.

OTHER JOB FUNCTIONS

- May perform functions of lower level Planners.
- May perform lead worker functions.
- Perform other related duties as required.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under general direction of a higher level planner, supervisor or manager and the employee is expected to perform work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion for thoroughness, timeliness and compliance with regulations, policies and procedures. This position may serve as lead worker and direct the work and provide guidance to other employees but does not supervise.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Planner 3 works in an office environment and may include occasional field visits. Travel to various work sites, businesses, and/or meeting locations is required. Working in inclement weather is required occasionally. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

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 is required. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting up to 20 lbs may be associated with the classification. Travel to various work sites throughout the region may be required. While visiting various business sites incumbents may be required to move around large areas of property with varying terrain, and climb stairs, ladders and/or ramps.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of public administration, organization, project and personnel management.
- Applicable federal, state, and local laws, regulations, policies, and procedures including principles

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and practices of public planning.

- Research techniques and applicable industry trends.
- Applicable computer software.
- Project Management, to include monitoring of progress, resolving issues, facilitating meetings, establishing goals.

Skill in:

- Graphic and statistical presentations.
- Use and operate a personal computer, applicable software, and geographical information systems.
- Customer service, including handling sensitive and difficult issues with tact and patience.
- Attention to detail and accuracy.
- Time management, organizational, and problem-solving.

Ability to:

- Interpret and apply principles, guidelines, and concepts.
- Work with interested citizen groups and other members of the general public.
- Provide leadership and/or training on established procedures and regulations.
- Work independently with little or no oversight.
- Conduct research and analysis.
- Write concise reports and keep accurate records.
- Make public presentations to the general public and elected officials.
- Carry out the policy directives of the section or division manager in an effective and timely manner.
- 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.
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.

RECRUITING REQUIREMENTS: Bachelor's degree in planning or related field; and three years of related planning work OR any equivalent combination of education and experience. Positions in specific program areas may require program-related experience, education, and/or training. Two or more years of experience in local, county, or state planning is desired.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Successful completion of all required background checks may be required prior to employment. Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position.