

Douglas County Transportation & Land Services

PRINCIPAL PLANNER-COMPREHENSIVE PLANNING

1. GENERAL FUNCTIONS OF THE JOB

- ◆ Plans, organizes, manages, directs and conducts long range comprehensive planning projects affecting land use, transportation, capital facilities, utilities and other plan elements required by the Growth Management Act.
- ◆ Conducts other advanced planning projects complimenting the activities and responsibilities of the department including special studies, policy development and analyses as assigned.
- ◆ Work assignments are generally received with little or no technical instruction. Assignments require the selection of courses of action and resolution of complex or unique problems with considerable latitude for exercising independent judgment to establish priorities within the framework of administrative guidelines of the department.
- ◆ This position is distinguished from the Senior Planner position by the increased responsibility in recommending and managing work programs as the lead professional staff for area of assigned responsibility.
- ◆ This position reports directly to the Land Services Director and is included in the bargaining unit.

2. ESSENTIAL JOB FUNCTIONS

- ◆ Manages and directs assigned responsibilities to achieve established goals within personnel and budget resource limitations.
- ◆ Serves as team leader for project work groups, assigns tasks, reviews progress and recommends revisions to priorities and schedules to assure projects are completed in a timely and efficient manner.
- ◆ Provides policy guidance by explaining policies and laws to guide staff, other departments, agencies and the public.
- ◆ Prepare work programs identifying the purpose, scope, approach and process for advanced planning projects for review and approval by the Land Services Director, Administrator and the Board of Commissioners.
- ◆ Serve as the principal project planner for assigned advanced planning projects.
- ◆ Assure timely and cost effective implementation of work programs.
- ◆ Develop and maintain a monitoring or "benchmarking" program to evaluate the effectiveness of comprehensive plans and development regulations and document issues to be addressed.

- ◆ Coordinate, supervise and conduct activities to compile and analyze background data, need assessments, policy alternatives and implications, and methods to maintain and present results of the analysis.
- ◆ Review plans, environmental documents and programs of the department and other agencies for consistency with adopted Douglas County plans, respond as appropriate.
- ◆ Serve as primary contact for the Douglas County Planning Commission, arranging for administrative support by scheduling meetings and setting meeting agendas.
- ◆ Represent Douglas County in various forums related to position responsibility and as assigned by the Land Services Director.
- ◆ Research and prepare applications for funding sources that may be used to support planning projects and studies leading to improved implementation of long range plans.
- ◆ Provide policy and technical advice to citizens groups, advisory committees and small cities (staff, planning commissions, city councils) as assigned.
- ◆ Accurately advise citizens and agencies of policy and regulatory implications on their properties and/or programs.

3. OTHER JOB FUNCTIONS AND RESPONSIBILITIES

- ◆ Conduct special studies independent of long range planning projects.
- ◆ Prepare, recommend and implement citizen participation programs related to the responsibilities of the department.
- ◆ Prepare and present reports to a variety of groups, organizations, committees, and elected and appointed officials.
- ◆ Provide staff assistance, and meeting facilitation as necessary, to the Regional Planning Commission, citizen advisory committees and other groups and committees.
- ◆ Assure maintenance of an indexed record of growth management activities.
- ◆ Prepare and coordinate grant applications as assigned.
- ◆ Assure accurate and timely preparation of meeting agendas and notices for distribution.
- ◆ Operate and use the computers, software applications and other office equipment common to the department and necessary to fulfill the responsibilities of the position.
- ◆ Other duties as assigned.

4. DESIREABLE KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- ◆ Land use planning principles, procedures, regulations; the interrelationships between land use, the environment and economics.
- ◆ Community design principles
- ◆ Governmental structures and responsibilities
- ◆ The functions, principles and practices of planning. Specific knowledge of Washington State planning laws including the State Environmental Policy Act (RCW 43.21C, WAC 197-11); Shoreline Management Act (RCW 90.58, WAC 174-14); subdivision regulations (RCW 58.17, RCW 58.12, RCW 58.19.); zoning administration, Planning Enabling Act (RCW 36.70), the Local Project Review Act (RCW 36.70B) and the Washington State Growth Management Act (RCW 36.70A); and applicable case law.
- ◆ The relationship between adopted policies and the regulatory environment.
- ◆ Community organization and effective public participation techniques
- ◆ Techniques of meeting facilitation
- ◆ Grant preparation and administration
- ◆ Computer applications supporting the Land Use section.
- ◆ Mapping and graphic design application techniques.

Skills in:

- ◆ Effective written and oral communications.
- ◆ Highly proficient public relations and interpersonal communications.
- ◆ Meeting facilitation, problem solving, and mediation.
- ◆ Computer and equipment operations necessary to the functions of the position including the use of a variety of software programs such as Windows, MS Office (inclusive of Word, Excel, Access and PowerPoint), and ESRI GIS viewing products.

Ability to:

- ◆ Employ a variety of techniques best suited to the subject and the audience to effectively communicate orally and in writing with citizens, staff, elected officials and other agencies.
- ◆ Organize and oversee long-term policy development activities.
- ◆ Research, prepare and analyze plans based on data, community involvement and agency consultation.
- ◆ Effectively respond to and reconcile competing interests of governmental entities, citizen groups, organizations and public agency representatives
- ◆ Organize, prioritize and manage multiple responsibilities and activities simultaneously.

- ◆ Be self-motivated, exercise accurate and consistent independent judgment, seek advice and direction when necessary and report potential conflicts and problems to appropriate personnel.
- ◆ Maintain composure under stressful situations.
- ◆ Be flexible to the needs of the department and citizens dealing with the County.
- ◆ Physically perform the essential job functions of this position.

5. PHYSICAL REQUIREMENTS

- ◆ Sitting for extended periods of time while working at a computer, preparing written documents, attending meetings and driving.
- ◆ Climbing stairs in County offices and other agency buildings.
- ◆ Lifting (up to 40 pounds waist high), bending, stooping and twisting.
- ◆ Manual dexterity for the operation of a keyboard for computer and equipment use.
- ◆ Negotiating uneven terrain while performing site inspections.
- ◆ Sight and hearing of acceptable standards.

6. WORKING CONDITIONS

- ◆ Duties are performed primarily in an office environment and public settings, but do include outside inspections subjecting this position to a variety of weather and driving conditions.
- ◆ Work is performed independently much of the time but does include small and large group settings.
- ◆ Demands of managing multiple activities, addressing citizen needs and meeting established timeframes for work performance may cause stressful situations.
- ◆ Work under pressures and under a high liability exposure.
- ◆ Position requires appropriate attire and image projecting a professional attitude.
- ◆ Evening meetings are a required part of this position.
- ◆ Out-of-town travel may be required.
- ◆ A non-traditional work schedule may be required, at the sole discretion of the County.

7. RECRUITING REQUIREMENTS

- ◆ A bachelor degree in urban and regional planning or closely related field.
- ◆ Five years progressively responsible experience in a public planning agency involved in land use planning and regulatory practices.
- ◆ Proficient use of personal computers, associated programs and office equipment.
- ◆ Membership in the American Institute of Certified Planners is desirable.
- ◆ A valid Washington State Drivers License is required.
- ◆ A background security check may be required if a job offer is made.

8. CLOSING STATEMENT

- ◆ This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

Reviewed by:

Name Title Date

Witness:

Name Date