

YAKIMA COUNTY, WASHINGTON

Class Specification

Class Title: Planner IV

BAND: C C	GRADE: 4 5	SUBGRADE: 5 2	CLASS CODE: J23-6145
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	JOB FAMILY: Community Development	OVERTIME STATUS: Non-Exempt
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 Planner IV class is the highest level of the planner classification series. The Planner IV class is distinguished from the Planner III 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, transportation, 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, YCWRS, SEPA review, project review and coordinating impact with other agencies / organizations and drafting of final written analyses.		C4
6.	Participates in public hearings by presenting the project and Planning Department recommendations associated with the project; responds to questions presented at the hearing.		C4
7.	Develops, coordinates and participates in public education/outreach efforts and special studies related to land use, transportation, 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

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8. Performs other duties as required including site inspections.

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, demographics, 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;
- Applicable transportation planning policies, laws, regulations, ordinances, code principles and practices;
- 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:

- Supervisory skills;
- 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, transportation 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 five 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 education, training and experience

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that would provide the required knowledge, skills and abilities to successfully perform the essential duties of the job.

Preferred:

- Bilingual in Spanish
- Experience with Washington State land use and environmental protection law;
- Specialized training in environmental or natural resource issues, projects (SEPA, GMA, Critical Areas, Shorelines).
- 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 are preferred.

Licensing Requirements:

- A US Drivers' License at time of appointment.
- Successful completion of general employment verification.

Working Conditions: Position may have the potential exposure to the following:

Environment: Pathogen exposure work in locked down facilities, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:

New: 06/05

Revised: 9/22

Revised: 12/22