



PLANNER 1

Department: Various
Job Class #: 643700
Pay Range: Professional 05

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 1 provides entry-level professional planning work. An employee in this classification is responsible for assisting with a wide range of planning functions including phases of a planning program. Duties vary depending on specific needs of the department.

SERIES CONCEPT: The Planner 1 is the first level of a five level Planner series. Work in this classification is distinguished from the Planner 2 by the lesser degree of responsibility and limited independence. As a part of training and development, the Planner 1 may perform Planner 2 tasks with oversight and managerial approval.

Special Note: The Planner 1 is typically a training position and has a lesser degree of responsibility and limited independence. Upon successful completion of the mandatory two-year training period, incumbents may be eligible for progression to the Planner 2 level based on performance and operational needs at the discretion of the department.

ESSENTIAL FUNCTIONS:

- Perform research, collect and analyze various statistical and/or technical data related to planning projects.
- Interpret local, state and federal laws, regulations and guidelines as they relate to assigned responsibilities and stay abreast of various legislative changes.
- Provide assistance and information to County departments, contractors and the general public regarding a wide range of planning functions, and other related areas.
- May assist in the review and monitoring of programs, projects and applications to ensure compliance with various codes, plans, contracts, agency policies and procedures, and rules and regulations.
- May assist with developing code amendments, regulations, policies and procedures.
- May participate in activities related to process improvement.
- May assist with the develop requests for proposals, bids and consultant contracts; provide management oversight of contracts to ensure compliance with licensing, permits and insurance requirements.
- May participate with architects, facility users, building maintenance staff, and other project managers to solve problems throughout project development and completion.
- May communicate with building tenants, users departments, and the public relative to problems that arise during a variety of projects.
- May 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.
- May consult with other departments or agencies on right-of-way issues regarding department property requirements.
- 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

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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 20lbs.
- Perform other related duties as required.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the direction of a higher-level planner, supervisor or manager and the employee is expected to perform work with limited independence where work is performed 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 does not lead or supervise.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment with exposure to general office noise and frequent interruptions. Occasional travel is required to attend meetings at other county sites and locations, or participate in work-related assignments.

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. Moving throughout an office environment, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting up to 20 lbs. associated with the job duties is required. Driving to meetings may be required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Applicable federal, state, and local laws, regulations, policies, and procedures including principles and practices of public planning.
- Research techniques.
- Applicable computer software.

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.
- Conduct research and analysis.
- Write concise reports and keep accurate records.
- Assist with making public presentations.

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- Deliver excellent customer service in a timely manner.
- Establish and maintain effective working relationships.
- 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 degree in planning or related field OR any equivalent combination of education and experience is required. Positions in specific program areas may require program-related experience, education, and/or training.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS Union membership is required within 30 days for represented positions. A valid Washington State driver's license is required. Ability to successfully complete all required background investigations including submission of fingerprints is required.

The Planner 1 is considered an entry-level professional planning position and will serve a one (1) year initial probationary period.