



PLANNER 2

Department: Various

Job Class #: 643900

Pay Range: Professional 07

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 2 provides professional planning work. An employee in this classification is responsible for performing a wide range of planning functions including phases of a planning program. Duties may also involve design, review and implementation of a variety of planning projects, as well as support to various Boards and Commissions. Duties vary depending on specific needs of the department.

SERIES CONCEPT: The Planner 2 is the second level of a five level Planner series. Work in this classification is distinguished from the Planner 1 by a higher degree of independent functioning and judgment, and greater depth of responsibility required in planning work. The Planner 2 is distinguished from the Planner 3, as a 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. As a part of training and development, the Planner 2 may perform Planner 3 tasks with oversight and managerial approval.

ESSENTIAL FUNCTIONS

- 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.
- Prepare, submit and obtain grants.
- Provide assistance, prepare reports and may present information to County Officials, departments, external entities, and the general public regarding a wide range of planning functions and other related areas.
- Develop requests for proposals, bids and consultant contracts; provide management oversight of contracts to ensure compliance with licensing, permits and insurance requirements.
- Participate with architects, facility users, building maintenance staff, and other project managers to solve problems throughout project development and completion.
- Communicate with building tenants, users departments, and the public relative to problems that arise during a variety of projects.
- 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.
- Assist in the review and monitoring of various programs, projects and applications to ensure compliance with various codes, plans, contracts, agency policies and procedures, and rules and regulations.
- May develop, and prepare planning documents including drafting code amendments, regulations, and policies and procedures.
- May work with others across departments and organizations on the development of various plans.
- May consult with other departments or agencies on right-of-way issues regarding department property requirements.

PLANNER 2

Classification Description - Pierce County

Page 2

- May represent the Department at internal and external meetings.
- 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 20lbs.

OTHER JOB FUNCTIONS

- May perform duties of lower level Planners.
- Performs other related job functions as assigned.

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 does not lead or supervise other employees but may provide direction to and/or train others.

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 2 works in a combination of office and field environments. 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 20lbs 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:

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

PLANNER 2

Classification Description - Pierce County

Page 3

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 training to the general public, advisory commission, and/or industry.
- Conduct research and analysis.
- Write concise reports and keep accurate records.
- Deliver excellent customer service in a timely manner.
- Establish and maintain effective working relationships.
- 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, two years of related planning work OR any equivalent combination of education and experience is required. Positions in specific program areas may require program-related experience, education, and/or training. 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.