



Classification Title	Strategic Planner	Code	235800
Department	Planning and Public Works	FLSA	Non-Exempt
Pay Range	Professional 09	Represented	No

GENERAL SUMMARY

This is professional planning, program management, and/or project work performed for the Pierce County Planning and Public Works Department in the area of strategic planning and plan development for the department, a specific division or subject area as appropriate. Job duties include responsible and complex strategic planning functions and design, review, and implementation of a variety of planning projects. Work affects a wide range of activities relating to the administration of land uses, transportation, utilities plans and ordinances and other activities of major public concern.

SERIES CONCEPT

None

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Manage the development and implementation of department-wide strategic plans, asset management systems, and performance and accountability assessment systems.
- Lead, develop and/or participate in the planning, implementation and management of departmental strategic plans and asset management systems; performance measurement and accountability assessment systems; and/or other administrative programs or functions.
- Research, draft, and administer policies and procedures with department-wide impact or impact on large infrastructure systems.
- Coordinate and monitor work assignments for technical and professional staff working in various program areas to assure adherence to prescribed time-lines, and compliance with departmental procedures.
- Conduct benchmark and national assessment activities for assessing department functions and processes.
- Prepare or oversee the most sensitive and complex special studies and staff reports, compile and perform analysis.
- Participate in preparation of annual budget requests, grant proposals, and administration of annual operating budget.
- Participate and cooperate with other staff members in developing and implementing department goals, plans, and accountability assessments.
- Provide guidelines and technical expertise to other staff members and furnish information to County policy makers and the public.
- Provide guidance, training, orientation, and assistance to other staff.



- Assist with the creation of regulations, taking them through the public hearing and adoption process.
- Attend meetings with department director, other department managers, supervisors, public officials, private agency representatives and public/citizen boards and commissions.
- Assist with the development of an education and public information program that assists and promotes the goals and objectives of the department or a large division.
- Prepare management reports and correspondence regarding non-routine matters.
- Meet the travel requirements of the position.
- Maintain regular, predicable and punctual attendance.
- 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.
- Work a flexible schedule, which may include evenings, weekends, holidays, and overtime.
- Perform the physical requirements of the position; work within the established working conditions of the position.

Other Job Functions

- Assign work to a specific work unit and ensure tasks are completed correctly and timely.
- May approve leave requests and work schedules.
- Provide input on performance evaluations.
- Perform other duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree in business/public administration, engineering, planning, environmental studies, geography, or related field; and (3) years of related planning work experience is required. Additional education and experience which clearly indicates the ability to perform the essential functions of the classification may substitute on a year for year basis. Previous experience with local, county, or state planning work is desired. Additional education or experience may substitute for the recruiting requirements.

Licenses or Certifications

OTHER JOB REQUIREMENTS

Must meet travel requirements and authorize and complete a background check prior to employment.

PREFERRED QUALIFICATIONS

Master's degree is desired. Training in continuous improvement methodologies and/or change management is also desired.



SUPERVISION

Work is performed under general direction of a division manager. This position does not supervise but may function as a Lead Worker.

COMPETENCIES

Knowledge of:

- Principles and practices of public administration, organization and personnel management.
- Public works and utilities program planning, management, and supervisory practices and procedures.
- Strategic planning, asset management, and performance and accountability practices and methodologies of public administration and public works and utilities.
- APWA reaccreditation requirements and processes.
- Current trends and literature in the area to which assigned.
- Federal, state, and local regulations, laws, and ordinances regarding issues of infrastructure, land use and environmental management, transportation or utilities.

Skill in:

- Use of independent judgment and effective decision making in the application of a wide variety of laws, policies and procedures and in effective problem solving.
- Use and operation of personal computer and related computer software and equipment, especially software used for data analysis and performance measurement.
- Facilitation techniques including facilitating managerial levels above one's own.
- Plain language writing.

Ability to:

- Effectively plan, develop, and implement department-wide strategic plans, asset management systems, and performance and accountability assessment systems.
- Research and develop transportation and utility ordinances and related regulations.
- Facilitate groups to consensus.
- Prepare and present a variety of information in graphic and statistical formats.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives having a program or county-wide impact.
- Effectively assign work to professional, technical, and administrative staff.
- Prepare annual budget requests, grant proposals, and administer operating budgets.
- Make presentations to public/citizen boards and commissions including the County Council.
- Conduct statistical analysis. Prepare and present reports, compile statistical data, and graphics.
- Ensure compliance with federal, state, county, transportation, utility, and resource management laws and regulations. Understand, interpret, and apply a variety of legislative and administrative regulations and guidelines.
- Establish and maintain effective working relationships with state and local officials, department managers, employees, and their representatives and the general public.
- 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,
- Physically perform the essential job function of the classification.

WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Employees sit most of the time but may walk or stand for brief periods of time. Employees sit most of the time but may walk or stand for extended periods of time periodically. Periods of concentration are required. Work is subject to frequent interruptions. The Strategic Planner may be required to travel throughout the local region and must be able to operate a personal computer and related office equipment.

Exposures	Frequency Working in Designated Environment
Individuals who are hostile or irate	Seldom or Never
Extreme cold (<i>below 32 degrees</i>)	Seldom or Never
Extreme heat (<i>above 100 degrees</i>)	Seldom or Never
Communicable diseases	Seldom or Never
Moving mechanical parts	Seldom or Never
Fumes or airborne/blood borne	Seldom or Never
Toxic or caustic chemicals or substances	Seldom or Never
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	Seldom or Never

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.