



PLANNER 4

Department: Various
Job Class #: 6450000
Pay Range: Professional 10

FLSA: 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 4 provides program management, supervision and advanced professional planning work. An employee in this classification is responsible for supervising professional planning and program management work in a wide variety of planning functions. Work affects a wide range of activities relating to the administration of County plans and ordinances, and often relates to activities of major public concern.

SERIES CONCEPT: The Planner 4 is the fourth level of a five level Planner series. Work in this classification is distinguished from the Planner 3 by having a higher degree of independent functioning and judgment, greater depth of responsibility, and supervision. The Planner 4 is distinguished from the Planning Manager in that the Planning Manager has overall managerial responsibilities for a department division or sub-division within Planning and Public Works.

ESSENTIAL FUNCTIONS

- Participate in the preparation and monitoring of the budget, and assist in developing and implementing grants and departmental goals.
- Supervise and coordinate work assignments for an assigned work unit to assure adherence to prescribed time lines and compliance with departmental procedures.
- Coordinate work with others across departments and organizations on the development of various plans.
- Prepare, submit and obtain grants.
- Participate in and supervise the preparation and presentation of reports and information and present to County Officials, departments, external entities, and the general public regarding a wide range of planning functions and other related areas.
- Investigate grievances involving subordinates and recommend resolution, recommend promotional and disciplinary actions, approve leave requests and overtime, and assure adequate coverage during staff absences.
- Conduct performance evaluations, and develop and establish performance measures and standards.
- Oversee the professional development of employees and provide guidance and technical expertise, and training to staff.
- Oversee development, preparation and presentation of department staff reports, including draft policies and regulations.
- Provide leadership over assigned projects and programs.
- Supervise 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.
- Develop, and prepare planning documents including drafting code amendments, regulations, and policies and procedures.

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- Interpret local, state and federal laws, regulations and guidelines as they relate to assigned responsibilities and stay abreast of various legislative changes.
- Provide guidance and oversight of research and analysis for various statistical and/or technical data to apply to a wide range of planning functions.
- Assist in the development, implementation and administration of department/division initiatives, plans priority projects, strategic plans, consultant service contracts, and department programs.
- 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 functions of lower level Planners.
- Perform other related duties as required.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the general direction of an administrative manager with the employee expected to 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. The Planner 4 supervises staff in sections and/or units of a division.

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 4 works in an office environment and may include occasional field visits. 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 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.

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KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of public administration, organization, and personnel management.
- Planning principles, theories and practice, and the socio-economic implications of planning.
- 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.
- Project management, to include monitoring of progress, resolving issues, facilitating meetings, and establishing goals.
- Methods and procedures involved in budget preparation, justification and control.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies, and procedures and effective problem solving skills.
- 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.
- Workload and time management, organizational, and problem-solving.

Ability to:

- Oversee the drafting of new regulations/plans through the legislative process.
- 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.
- Plan, direct, and evaluate the work of subordinates and administer disciplinary action.
- Interpret and apply principles, guidelines, and concepts.
- Conduct research and analysis.
- Write concise reports and keep accurate records.
- Make public presentations to the general public and elected officials.
- Self-train on new regulations.
- Carry out the policy directives of the division and department in an effective and timely manner.
- Establish and maintain a cooperative and effective working relationship with staff members, all levels of County management, private and public officials, and the general public.
- Develop training & development programs and documents, and provide training and/or leadership.
- Work independently with little or no oversight.
- Work effectively and productively with others.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Understand and follow written and verbal instructions.

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- 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, four years local, county or state planning experience OR any equivalent combination of education and experience is required. One year of lead worker and/or supervisory experience is required. A Masters' Degree is preferred. Positions in specific program areas may require program-related experience, education, and/or training.

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.