

Authorization No.:
Position No.:
Pay Grade:
Date:

ISLAND COUNTY
SUMMARY JOB DESCRIPTION

POSITION:	SENIOR PLANNER – SHORELINE MASTER PROGRAM UPDATE – CONTRACT MANAGER 100% GRANT FUNDED PLANNING & COMMUNITY DEVELOPMENT
POSITION NUMBER:	1709.04
CURRENT EMPLOYEE:	
ANNUAL HOURS WORKED:	2080

1.0 MAJOR FUNCTION AND PURPOSE

1.1 This is a senior level professional planning position. The employee in this position will act as the project manager to implement the State mandated 2012 update to the Island County Shoreline Master Program (SMP). This employee will coordinate the work of consultants under contract to Island County to ensure the SMP update progresses in accordance with the Washington State Department of Ecology guidelines for SMP updates.

2.0 SUPERVISION RECEIVED

2.1 Employee in this position is given significant discretion in the performance of his or her duties. Supervision and guidance is received from the Planning Director.

3.0 SUPERVISION EXERCISED

3.1 Employee in this position plans, schedules, assigns, and supervises the work of consultants hired to perform the bulk of the public outreach, best available science, cumulative impact analyses, and restoration plans required to update the SMP. Employee in this position does not have supervisory authority but acts as a resource for other professional planners and administrative support staff.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

4.1 Responsible for coordinating, reviewing, and scheduling the activities of the consultant for the SMP public outreach effort and SMP update. Serve as the

grant manager to ensure that the consultant complies with all grant requirements, completes the work program as scheduled, and adheres to all grant reporting requirements. Ensures that grant funds are expended in accordance with State requirements.

- 4.2 Coordinate the SMP update with the update of the Fish and Wildlife Habitat Conservation element of the Island County Critical Areas Ordinance.
- 4.3 Represent the County at various meetings involving other agencies and citizen groups. Community meetings may be held outside of normal working hours.
- 4.4 Responsible for coordinating the local adoption process for the SMP update.
- 4.5 Responsible for reviewing, preparing, and presenting detailed staff reports before the public at Planning Commission and Board of Island County Commissioners meetings and Public Hearings.
- 4.6 Responsible for coordinating and contributing to the drafting of SMP policy revisions, Shoreline and Critical areas regulations, and related amendments to Island County Code.
- 4.7 Responsible for quarterly grant reports to the Department of Ecology.
- 4.8 Perform other tasks as directed.

5.0 DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

- 5.1 Demonstrated expertise or experience with coastal zone management or shoreline permitting issues is an essential qualification.
- 5.2 Direct experience working with the Washington State Shoreline Management Act and local shoreline master programs is preferred.
- 5.3 Extensive knowledge of planning and zoning principles and practices, environmental issues, and land use laws in Washington State - specifically the Washington State Growth Management Act and SEPA.
- 5.4 Extensive knowledge of coastal biological and geologic processes and wetland environments.
- 5.5 Strong analytical, organizational, written, and verbal communication skills. Employees in this position must be able to work effectively with the community of development professionals, the general public, appointed and elected officials, and coworkers.

- 5.6 Ability to exercise sound independent professional judgment and maintain objectivity when dealing with individuals and groups with conflicting or competing interests.
- 5.7 Maintain a high standard for accuracy, completeness, and efficiency on the preparation of reports.
- 5.8 Ability to quickly grasp new techniques and deal with rapid changes in events.
- 5.9 Independent and self motivated to complete work and meet required deadlines while simultaneously completing other tasks.
- 5.10 Understands confidentiality of sensitive information, such as in cases involving potential litigation.
- 5.11 Ability to conduct site visits in locations with rugged or difficult terrain

6.0 EDUCATION, EXPERIENCE, AND CERTIFICATES

- 6.1 Valid Washington State drivers license or the ability to obtain a license.
- 6.2 A Bachelor’s degree with major course work in urban and regional planning or related environmental sciences AND five years of related professional experience in city, county, or regional planning. A degree from a Planning Accreditation Board (PAB) planning program is desirable; OR
- 6.3 A Master degree with major course work in urban and regional planning or related environmental sciences AND three years of related professional experience in city, county, or regional planning. A degree from a PAB accredited planning program is desirable.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE, AND IS SUBJECT TO CHANGE AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

DATE	DEPARTMENT HEAD
DATE	EMPLOYEE