



Associate Planner

Department: Planning Department	FLSA: Exempt
Reports to: Planning Director	Representation: <i>Non-Bargaining</i>
Grade: 8	Date Adopted: 4/2/2018 Date Revised: 4/2/2018

GENERAL DESCRIPTION OF CLASSIFICATION:

NATURE OF WORK

Responsible for or assisting with the processing of current planning permits; with the implementation of policies and procedures of planning programs and ordinances; with current planning inquiries; with committees; and providing general assistance to the Planning Department team and customers. The employee filling this position performs complex professional and managerial work and is required to solve problems with multiple dimensions to consider, involving significant analysis and interpretation, and conflicting objectives. The Associate Planner will establish and maintain continuous relationships with other City departments, business and citizen groups, and outside agencies.

SUPERVISION RECEIVED/REVIEW OF WORK:

Works under the general supervision of the Senior Planner or Planning Director.

ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES:

- *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.* Contribute to a working environment where ideas can be initiated, developed, and effectively presented.
- Process administrative and conditional commercial/industrial/residential land use applications within the city and attend regular Planning Commission meetings.
- Oversee and assist the public in satisfying requirements for land development, permit insurance, and ordinance enforcement. Resolve land development complaints. Personally provide technical assistance on complex issues.
- Participate in efforts to ensure that property owners and developers are properly informed and advised regarding long range planning, ordinances, and changes therein.
- Assist with studies, compile and analyzes data to forecast population growth and housing needs. Assist with preparing changes to land use plan and codes as necessary.
- Performs research, conducts planning studies and participates in special projects as assigned.

QUALIFICATIONS & REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university in Community Planning or closely related field or three years of professional planning experience for a municipal or similar public sector organization; or an equivalent combination of education, training, and experience. Oregon land use experience is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Specialized knowledge in the field of community planning and development, including applicable ordinances and regulations.
- Ability to determine community needs and develop balanced approaches to meeting those needs through the planning process.
- Strong ability to plan, develop, and maintain complex and detailed administrative and technical programs and projects.
- Ability to communicate orally, and in writing, complex ideas and information concerning land use planning laws and practices to a variety of audiences; to resolve conflict and achieve compromise among customer, citizens and special interest groups.
- Knowledge of public facilities, engineering, transportation planning and building practices.
- Ability to operate computer equipment and other office equipment to perform the essential functions of this position. This includes a working knowledge of Microsoft Office, GIS (Arcmap) software and professional GPS software and equipment.
- Knowledge of project development, progress tracking and reporting, and ongoing project management.
- Knowledge of public relations techniques and effective public service policies.
- Knowledge and experience in Oregon municipal government. Understanding of Community Development in Oregon.
- Ability to make decisions independently in accordance with established policy.
- Ability to work under pressure and handle stressful situations.
- Ability to organize and plan own work schedule to meet work flow demands in timely and efficient manner.
- Demonstrate personal qualities of persuasion, patience, perseverance, thoroughness, firmness, flexibility, understanding, and independent decision making.

SPECIAL REQUIREMENTS AND CERTIFICATIONS:

Must be able to pass a criminal record and background investigation.

Possess and maintain an Oregon Driver's License with an acceptable driving record.

The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

SUPERVISION/LEAD EXERCISED:

This is a non-supervisory position. Lead work/coordination of the work of others is not a typical function assigned to this position. Incumbents in this position may provide training and orientation to newly assigned personnel.

PHYSICAL DEMANDS/TOOLS & EQUIPMENT USED/WORK ENVIRONMENT & WORKING CONDITIONS:

PHYSICAL DEMANDS OF JOB/POSITION:

The physical demands described here (including lifting, mobility, movement, manual dexterity) 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. The employee occasionally required to climb, or balance, stoop, kneel, crouch, or crawl.

In the performance of job duties, the employee is frequently required to stand, walk, sit, and hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards; calculator; telephones.

TOOLS AND EQUIPMENT USED:

In the performance of job duties, the employee will use a personal computer and various software programs, motor vehicle; calculator; multi-line phone; copy and fax machines; and other related tools and equipment.

WORK ENVIRONMENT/WORKING CONDITIONS:

The work environment and working conditions described here are representative of those that are typical of the job and 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.

In the performance of the job duties, the employee will typically perform in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with some telephones, personal interruptions, and background noises.

On occasion the employee will work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles.

This position may regularly be required to work evenings and weekends.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.