

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: PLANNING DIRECTOR

General Functions:

Under the direction of the City Manager, the Planning Director is responsible for the development, administration and enforcement of the State, Regional and Local Land Use Regulations and Policies. As Director, provides necessary staff and technical assistance to the Planning Commission, Historic Review Board, Committee for Citizens Involvement, City Council and other assigned committees; performs professional level land use planning work on major land use development projects and the development of new land use regulations; and oversees the administration of the Building Division. Prepares, monitors and administers the department's annual budget.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Under the direction of the City Manager, and in consultation with hearing bodies, the Planning Director is responsible for the formulation of recommended policies and regulations governing land use matters within and surrounding the City. Position is responsible for updating and administration of the Community Development Code, the Comprehensive Plan, and implementation of ordinances and uniform Building Code.
4. Assists the City Manager in formulating city-wide economic development goals and objectives.
5. Prepares work plans to include development of tasks, schedules and budgets

for land use projects.

6. Works with City Manager and staff to provide general, technical and policy information to: Planning Commission, City Council, Citizen Involvement Advisory Committee, Historic Review Board, general public, builders and developers on matters relating to the department and planning and development of land.
7. Works closely with City staff including the Director of Public Works/City Engineer and Police Chief to insure that planning, building, engineering, public works and public safety departments are all coordinated in both long-range planning and specific development applications.
8. Assigns land applications and projects to staff. Monitors, reviews and approves work performed and recommendations made.
9. Prepares new or revised ordinances to the Comprehensive Plan for review and recommendation by the City Manager.
10. Prepares professional land use and special project plans on complex projects. Generating appropriate reports containing recommendations and alternatives.
11. Attends meetings with City staff, department heads, regional, County, State and Federal agencies to assist in the formulation, coordination and implementation of the goals and objectives of the State and City land use plans and programs.
12. Meets with other agencies, committees, citizen groups and departments concerning actual, as well as, conceptual development projects.
13. Provides staff with interpretations of complex regulations, plans and policies relating to land use development and assists in preparing reports and monitors actual construction of projects.
14. Assists in the application of grants sources from other governmental agencies, such as County, Regional, State or Federal Government on specific planning or building projects.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) Master's Degree in Planning or Administration required.

b) Training:

- i) Ten years responsible planning or administration experience with supervisory and budgeting responsibilities. Equivalent combination of experience and training which insures the ability to perform the work may be substituted for portion of time in position.

2) Supervision:

Received: Works under the direction of the City Manager, who outlines broad policies, objectives, special projects and reviews work on the basis of results obtained.

Exercised: Supervises all employees in the Planning and Building Division.

3) Communication:

Ability to work and communicate with local organizations, city officials, commissions, staff, agencies and the general public.

Ability to effectively communicate with members of the general public, other employees, contractors, developers and residents.

4) Cognitive Functions:

Knowledge of the principles and practices of land use planning, Oregon State-Wide land use planning program and laws, municipal agencies and legal procedures in connection with the Comprehensive Plan and implementing ordinances.

Ability to prepare and implement work plans for special projects. Knowledge of research/statistical methods, computer applications and software background

with capability of generating data pertinent to economic planning and development. Ability to write and make oral reports and recommendations. Knowledge of Economics, Sociology and Architecture which apply to land development. Ability to understand and interpret State laws, City ordinances and codes.

5) Working Conditions:

Maintains a work schedule which includes time outside normal office hours. Is required to attend evening meetings. Responsibilities may require occasional weekend sessions.

6) Resource Accountability:

Administers the planning department budget, multiple grants and contracts with consultants and other governmental agencies.

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