**Signed form must be returned with completed City of West Linn application to be considered for this position**

### PLANNING MANAGER

ESSENTIAL FUNCTIONS

Ability to communicate technical and complex information, prepare written and oral reports, and ability to understand written and oral communication and direction.

Ability to sustain work pattern in four (4) hour increments.

Ability to remain calm and effective during confrontational situations.

Must have ability to work a regular schedule established for the position.

Employee is frequently required to hear, see and talk.

Required to use pencils or pens and to use a computer keyboard.

The employee is required to sustain an effective, working relationship with a variety of people, including City Manager, elected officials, outside agency, community leaders, peers and staff).

The work environment characteristics 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.

I have read and understand the essential functions of this position and I am able to perform the essential functions of the Planning Director position as outlined above.

Signature Date