

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** ASSISTANT PLANNER

**General Functions:**

Performs professional research and writing relating to current planning programs. Primary responsibility is receiving and analyzing land use applications, preparing written staff reports and recommendations on those applications.

**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. Analyzes individual land use applications for conformance with City Ordinance requirements and policies; prepares written evaluations and recommendations.
4. Provides information and advises the public (property owners, developers, builders, etc.) concerning effect of City Ordinance requirements and City policies on the use of property; interprets land use regulations.
5. Administers site review application process and approves plans accordingly.
6. Conducts special studies and projects as assigned by the Planning Director.
7. Conducts ordinance enforcement and violations processing.

**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) One year of experience in urban planning and a Bachelor's Degree in urban planning or closely related field. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.
- ii) Knowledge of City planning principles, practices and trends. Knowledge of research methodology and statistical techniques and ability to apply both to planning issues. Knowledge of Land Use and Development Ordinances and other related planning ordinances.

b) Training:

- i) Must possess ability to communicate with the public (i.e. developers, agencies), in a clear, concise, effective and tactful manner during sensitive and stressful situations.

2) Supervision:

Received: Work is performed under the direct supervision of the Planning Director and is reviewed for effectiveness, conformance with policies, codes, procedures, rules and regulations.

Exercised: Supervision of others is not a normal responsibility of positions in this classification.

3) Communication:

Communications are frequent, at least daily, and typically involve issues and questions relating to individual land use applications. Frequent contacts occur with property owners, developers, builders, architects and contractors.

Contact with other City departments includes: numerous daily contacts with engineering staff regarding issues such as road design, utility plans, partition proposal and other land use or building plans, daily exchanges with building inspectors to discuss or relay information regarding zoning requirements and interpretation, code enforcement, etc.

Contact with the City's residents is daily and sometimes may be constant throughout the day. Information exchanges are over the telephone, at the counter, or on-site visits. Exchanges typically involve zoning and code questions. These exchanges may involve written communication.

Communication with the Planning Commission (i.e. public hearings, response to questions from commission members and the public) may occur at evening meetings.

4) Cognitive Functions:

Work is governed by the City's Community Development Code. The interpretation of the code requires good judgment and consistency.

Errors could create unnecessary costs to an applicant or developer and lead to a lawsuit due to a calculation error or misinterpretation of the code.

Precedent in the form of previous interpretations of the code provides guidance, yet each situation is different.

Many tasks are recurring and well defined since they are applying clear, code provision. May be assigned studies or projects by Planning Director.

Decisions most often made in the course of work include identifying the applicable code provision surrounding a land use question or proposal.

5) Working Conditions:

Adverse working conditions would include transport to sites throughout the City and site inspections to determine ordinance violations and enforcement.

Has normal business hours which may include occasional evening meeting.

6) Resource Accountability:

Maintains records on site application and review process as it relates to the use of property and interpretation of land use regulations. Maintains conformance to City ordinance and policy requirements.

*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.*