

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** ASSISTANT PLANNER

Department: Planning	FLSA Status: Non-Ex
Employee Group: AFSCME	Salary Grade: E
FTE Status: Full Time	Date: January 2019

**General Functions:**

Under general direction and supervision, meets with citizens at the counter, in pre-application conferences and reviews applications. As assigned, provides staff support to appointed boards and commissions via written staff reports and verbal presentations, and coordinates local activities with regional and state planning agencies. 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 general or technical information and interprets state rules applicable to planning and state statutes related to land use. Applies local ordinances, community development codes to projects presented by land developers or the general public .
5. Processes all types of land use applications and when assigned annexation proposals, as prescribed by the City's Community Development Code.
6. Conducts special studies and projects as assigned by the Community Development Director or Planning Manager.

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7. Conducts ordinance enforcement and violations processing.
8. As assigned, attends meetings of various boards, commissions, committees and council, presenting reports and recommendations on a variety of issues and proposals as assigned. May present testimony and field questions during public hearings. As assigned, attend state or regional meetings on land use topics.
9. As assigned, assists in grant applications and monitoring expenditures of grant funds.

#### 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) Experience:

- i) One (1) year of experience in urban planning along with education requirement.
- ii) 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.

##### b) Education:

- i) Graduation from an accredited four (4) year college or university with major course work in urban planning or related field such as architecture, landscape architecture, geography, etc.. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

##### c) Training:

- i) Specialized skills required include proficiency in interpreting site plans, architectural drawings, or technical plans (topological, grading, or geotechnical reports).
- ii) Knowledge of standard city planning principles, practices and trends. Knowledge of research methodology and statistical techniques and ability to apply both to planning issues. Knowledge of statewide planning goals as implemented by local land use or development ordinances and other related planning ordinances.
- iii) Must have a valid driver's license at time of appointment.

#### 2) Supervision:

Received: Work is performed under the direct supervision of the Community Development Director or Planning Manager, who assigns work and outlines

general procedures. Work is reviewed for accuracy, effectiveness, achieving expected outcome, and 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.

Must possess oral, graphic, and written communication skills, and the ability to communicate with the public in a clear, concise, effective and tactful manner, sometimes during sensitive and stressful situations.

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.

An employee in this classification may serve as assigned as a Planning Department representative or represent the city before the Planning Commission or Historic Review Board which typically meets monthly. Staff may present recommendations to the Department Head regarding proposed development projects (in historic districts for further evaluation, consistent with local and federal standards for National Register structures and districts.)

Relationships maintained outside the City organization depend upon duties as assigned. Those duties require relationships with other governmental organizations, neighborhood organizations, citizens and developers. Communications are frequent, at least daily, and typically involve discussion of complex issues and questions relating to legal, physical and political parameters affecting development proposals. Communications with the METRO staff regarding regional issues and the Secretary of State Office or Department of Revenue staff regarding annexation requests occur at least quarterly. Frequent contacts occur with existing and prospective business owners as well as neighborhood organizations.

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.

Technical reviews and clear understanding of land use codes are important. Questions will arise and coordination with management staff is expected to avoid procedural errors or misinterpretation of code.

Application of the land use code and consideration of the Comprehensive Plan is required to assure accurate presentation of information. Review of unclear text or

challenging questions from the public requires coordination with management staff to assure clear guidance is provided to the public that addresses each unique situation.

When applicable, confers with other planners, administrators and other individuals from nearby jurisdictions to provide information or discuss proposals or plans affecting both jurisdictions or regarding research on code provisions.

Understanding of public records law is important. At times confidential or sensitive information relating to Planning Commission decisions that are on appeal to the City Council or regarding plans for property an individual may not want public during sale or other negotiations. Staff must understand and protect public records and assure that items not part of the record and not retained in publically available documents.

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.

Proposes and works with the Community Development Director and Planning Manager to develop new policies, procedures and methodologies as necessary for accomplishing specific projects or tasks or City functions.

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

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 include conducting site visits, or the transporting and erecting of "Land Use Decision" signs. Other duties involve site visits throughout the City and for 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.

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*and requirements of the job change.*