

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: ASSOCIATE PLANNER

GENERAL FUNCTION:

Under general direction and supervision, performs complex research, analysis and evaluation activities focusing on transportation, long range planning and land use. Prepares planning studies and makes presentations to various boards and commissions. Coordinates comprehensive planning activities with regional and state planning organizations. Provides staff support to City Council and appointed boards and commissions, and coordinates regional and state planning efforts.

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. Provides general and technical information and interprets planning and zoning laws, ordinances, and codes to land developers and the general public.
4. Performs technical research and prepares reports on comprehensive plan changes, zone changes, variances, conditional use permits, partitions, subdivision, design review, annexations and other land use proposals.
5. Processes all types of land use applications and annexation proposals, as prescribed by the City's Development Code.
6. Assists in conducting long range planning activities impacting the City. Typical areas of involvement include, land use, transportation and parks and recreation planning.
7. Conducts research and prepares proposals for Plan and Development Code revision.
8. Attends meetings of various State, regional and City 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.
9. Assists in grant applications and monitoring expenditures of grant funds.

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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) Graduation from an accredited four year college or university with major course work in urban planning or related field such as architecture, landscape architecture, geography, etc. A master's degree in urban planning is desirable and may replace two years of required work experience. Two years progressively responsible experience in a wide range of land use issues is required. Desirable experience includes: working with neighborhood groups, historic industrial development, project management and consensus building.

b) Training:

- i) Specialized skills required include proficiency in interpreting architectural drawings including site plans, elevations, perspectives, etc.
- ii) Desirable to have experience with or training in computer applications relating to planning practices and data analysis.
- iii) Must have a valid driver's license at time of appointment.

2) Supervision:

Received: Receives limited supervision as needed by the Planning Director, or Senior Planner, who assigns work and outlines general procedures. Work is reviewed for effectiveness, results obtained, and conformance with policies, codes, procedures, and rules and regulations.

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

3) Communication:

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.

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Relationships maintained outside the City organization are mainly with other governmental organizations, neighborhood organizations, citizens and developers. Communications are frequent, at least daily, and typically involve complex issues and questions relating to legal, physical and political parameters affecting development proposals. Communications with the METRO and with the Portland Metropolitan Area Boundary Commission (PMABC) staff regarding annexation requests occur at least quarterly with perhaps annual appearances before the PMABC representing City staff. Frequent contacts occur with existing and prospective business owners as well as neighborhood organizations.

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 or misrepresentation of the City's position.

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

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.

Contact with other City departments includes: numerous daily contacts with engineering staff regarding complex 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.; occasional interaction occurs with administration usually concerning proposals, plans or appeals and their legal, physical and political issues and time constraints.

An employee in this classification may serve as the Planning Department representative on the City's Development Review Committee which typically meets monthly. May also staff an historic advisory board and 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.

Contact with the City's residents is daily and sometimes may be constant throughout the day. Information exchanged is over the telephone, at the counter, or on site visits. Exchanges typically involve zoning and code questions. Other contacts involve those made when acting as project coordinator for a long-range planning project. These exchanges involve written and verbal communication with the specific citizen-planning group.

Is entrusted with 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.

4) Cognitive Functions:

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

Proposes and works with the Planning Director and Senior Planner 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, simple code provisions; yet there is a routine need to develop new methods of researching a question or issue in order to resolve the application of the code to specific proposals.

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

5) Working Conditions:

Adverse working conditions are limited to the transporting and erecting of "Land Use Decision" signs.

Have normal business hours except must attend an average of two night meetings per month.

6) Resource Accountability:

Maintains records on all land use applications, code changes and long range planning studies. Any of these records could be subject to judicial review upon appeal.

May commit City resources for limited local purchases within Department budget as approved by the Planning Director or Senior Planner.

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