

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: SENIOR PLANNER

General Functions:

Under the general supervision of the Planning Director, the Senior Planner develops and prepares planning studies and related management projects. Responsible for the development of programs related to the Comprehensive Planning process including periodic review and plan update, prepares land use related ordinances, standards and procedures. Prepares and presents reports to various city boards and commissions and represents City before civic and neighborhood groups. Provides staff support and assistance to City Council appointed committees, boards and commissions, supervises planning staff and coordinates the efforts of representatives from other divisions or departments on special projects. Position is responsible for the investigation, development and implementation of assigned planning and management projects.

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. Develops work program and conducts studies; compiles and analyzes data and prepares programs for the City's comprehensive planning efforts including coordination with other agencies and general public.
4. Prepares and presents technical reports on land use and development activity.
5. Coordinates efforts to train; educate and improve communication with elected officials; boards; commissions; neighborhood groups and the general public.
6. Works with City 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. Assists in the guidance and coordination of the City's transportation planning programs and projects; including, briefing of the City Council and various boards and commissions on regional, state and federal transportation projects and programs that may impact the City.
8. Manages and develops the workload and work products of the planning staff. Supervises assigned planning staff.
9. Coordinates the work of the Planning Commission and ensures an effective working relationship.
10. Researches and prepares ordinances; standards and procedures for the implementation, amendment and updating of the City's Comprehensive Plan and other related ordinances and documents.
11. Prepares requests for proposals (RFP'S), analyzes responses and manages contracts for a variety of contractual professional services.
12. Works closely with the Planning Director, Director of Public Works and Police Chief to insure that planning, building, engineering, public works and public safety departments are coordinated in both long-range planning and specific development applications.
13. Provides staff with interpretations of complex regulations, plans and policies relating to land-use development and prepares reports for complex projects.
14. Applies for funding sources from agencies, such as county, regional, State or Federal Government on specific planning projects.
15. Represents the City in State and regional planning efforts.
16. Answers inquiries from the public concerning development regulations, policies and programs.
17. In the absence of the Planning Director, may perform general administrative and planning functions by attending meetings and carrying out routine planning activities related to plan and zone changes and development review applications.

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) Requires graduation from a four-year college or university. Master's Degree in Planning or Administration preferred. Five years responsible planning or administration experience with supervisory and budgeting responsibilities. Experience working with elected officials, appointed boards and commissions and neighborhood groups is required. Equivalent combination of experience and training which insures the ability to perform the work may be substituted for portion of time in position.

b) Training:

- i) Must have valid driver's license at time of appointment.

2) Supervision:

Received: Work is performed independently under the direction of the Planning Director who outlines broad policies, objectives, special projects and reviews work on the basis of results obtained.

Exercised: May supervise employees in the Planning Department.

3) Communication:

Position may be entrusted with sensitive information when performing technical research or making recommendations on estimates or projects. Ability to work and communicate with local organizations, city officials, commissions, staff, agencies and the general public. Communications may be frequent and detailed, depending on nature of projects.

Ability to effectively communicate with members of the general public, other employees, contractors, developers and residents. Ability to express ideas effectively, orally and in writing.

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4) Cognitive Functions:

Knowledge of the principles and practices of land use planning, The 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 provide leadership, motivation and sound supervision to planning staff. Must also 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. Requires 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. May be required to attend evening meetings.

6) Resource Accountability:

Position exercises appropriate influence over department budget allocations.

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.