

City of Oregon City		Position Description
Position: Assistant Planner	AFSCME Union	
Department/Site: Planning – City Hall	FLSA: Non-exempt	
Evaluated by: Community Development Director	Salary Grade: 33	

## **Summary**

Performs a variety of professional and advanced technical planning assignments and/or assists with long range or large planning projects. Serves as the senior professional over planning projects of smaller scope, usually limited to a few, closely related land use issues. Conducts research and analysis, counsels customers on land use matters, facilitates preplanning processes and develops recommendations in connection with proposal applications.

## **Distinguishing Career Features**

The Assistant Planner is an entry-professional planner providing support to planning projects and serving as a resource for other planners to access. The Planning Technician is the first and entry-level position in the Planning career path. While the position requires a Bachelor's degree, it focuses on paraprofessional duties and training under a Planner. The Assistant Planner refers to an entry-level professional planner. Assistant Planners will conduct planning research, and review routine projects for code compliance. Advancement to Assistant Planner requires a Bachelor's degree and two years of experience or a Master's degree. Advancement to Planner requires a Bachelor's degree and five years or a masters degree and two years of experience. Planners will review multi-use projects and participate in short and long range plan development. Advancement to Senior Planner will require the demonstrated ability to lead complex projects and lend expertise to complex and politically sensitive planning studies, projects, development review processes, and assignments.

## **Essential Duties and Responsibilities**

- Provides counter and phone assistance to the public. Answers questions and provides information and assistance to all project phases from pre-planning through the permit process. Receives and documents customer feedback.
- Reviews and adjudicates development proposals, working with the customer to complete a land use solution that complies with laws and regulations as well as desired application.
- Reviews straightforward project proposals and plans for compliance with applicable codes, criteria, requirements and regulations. Determines conformity with laws, policies, regulations and procedures. Recommends approval or identifies problems and proposes alternatives, subject to higher review.
- Assists in long-range or project-specific planning projects to develop and modify plans, policies, goals, objectives, guidelines and project specifications. Analyzes and interprets plans, policies, goals, objectives, guidelines and project specifications. Drafts new or revised codes, ordinances, administrative procedures and project specifications.
- Provides information, interpretations and assistance to developers, property owners and the public on laws, policies, regulations, and procedures prior to submission of plans,

processing of applications. This includes code requirements and options.

- Reviews proposal applications for completeness. Lists suggestions for applicants.
- Prepares a variety of written communications, including reports, correspondence, staff agendas, meeting minutes, staff recommendations, and public notices and decisions. Creates and revises application forms, templates, and information materials.
- Prepares a variety of visual materials, including advanced graphics, maps and charts using manual or computer tools to synthesize and communicate technical and complex information to a variety of internal and external audiences.
- Conducts site visits, collects field data, verifies site conditions and notes onsite development problems.
- Attends meetings and hearings with official and public groups and contributes to such with discussion and presentation of materials, as assigned or appropriate. Prepares staff reports for consideration.
- Performs field investigations and gathers, analyzes, interprets, evaluates, and reports upon various land use and land characteristic data related to development proposals or ordinance violations.
- Conducts special studies and develops statistics for use by other planners and officials in housing, transportation, and energy, and other economic and physical areas related to planning.
- Applies and interprets established codes and regulations to recurring land use applications and situations. May recommend codes and regulations or amendments to emerging planning issues.
- Maintains up-to-date knowledge of emerging regulations, pending legislation and trends in planning that impact the City as well as current programs and processes.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

The position requires specialized knowledge of the theory, principles, standards, practices and information sources of urban planning. Requires in-depth knowledge in the application of application of land use, physical and environmental design, ecological science, and zoning theory and practices. Requires knowledge of and skill at organizing, planning, and coordinating projects. Requires working knowledge of the principles, processes and practices of public administration. Requires working knowledge of applicable laws, regulations, codes, requirements and criteria governing planning. Requires sufficient math skills to perform statistical analysis and interpret complex plans and maps. Requires knowledge of the methods and techniques used in citizen involvement and external communications. Requires well-developed human relations skill to conduct persuasive discussions with diverse audiences, facilitate small group processes, present ideas clearly, resolve conflict, and convey technical concepts to others.

- **Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to coordinate limited scope development projects including budgets, time lines, and quality of work product. Requires the ability to review, prepare plans, applications, specifications and legal contracts. Requires the ability to perform difficult and complex technical research and analysis of planning issues or problems. Requires the ability to learn, understand and interpret all applicable laws, regulations, policies, procedures and standards, and planning principles and practices to complex, specialized and diverse planning processes. Requires the ability to use sound judgement when making decisions, interpretations, and in communications with others. Requires the ability to visit remote sites and to work extended hours for the purpose of conducting meetings and public processes.

- **Physical Abilities**

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient ambulatory ability to move about to office and remote locations. Requires auditory ability to carry on audience, ordinary, and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to deliver presentations, perform counter work. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

- **Education and Experience**

The position typically requires a Masters Degree in Urban Planning, Architecture, or similar discipline. Alternatively, the position may require a Bachelor's degree and 2 years of experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is largely performed indoors where minimal safety considerations exist.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*