



Effective: July 1, 2018

City of Sweet Home

Associate Planner

Job Description

FLSA Exempt

Non-Bargaining

Approved by: 

## **ASSOCIATE PLANNER**

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

### **A. SUMMARY:**

The Associate Planner performs a variety of routine and complex technical and professional work in current planning, long-range planning, and park planning; and the development and implementation of land use, park and related policies and regulations. The Associate Planner organizes and implements park events, and performs related work as required. The Associate Planner supervises and evaluates Project Assistant(s), Intern(s), and other department staff as assigned.

### **B. SUPERVISION RECEIVED AND EXERCISED:**

Work is performed under the direction of the Community and Economic Development Director, or his/her designee; who reviews work on the basis of results obtained. The Associate Planner supervises and evaluates Project Assistant(s), Intern(s), and other department staff as assigned.

### **C. EXAMPLES OF DUTIES:**

The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Assists in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; and coordinates department activities with other departments and agencies as needed.
2. Supervises and evaluates Project Assistant(s), Intern(s), and other department staff as assigned.

3. Provides information on land use applications, ordinances, codes, plans, and related planning and park programs, services, or regulations to architects, engineers, developers, contractors, owners, community groups, and interested persons.
4. Prepares a variety of studies, reports, recommendations, and related information for decision-making purposes.
5. Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socioeconomic data, etc.
6. Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste, or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
7. Evaluates land use proposals for conformity to established plans and ordinances. Evaluates proposals and development impact as they relate to the adopted plans of the City and makes recommendations.
8. Evaluates land use applications and site plans for compliance with applicable local, state, or federal laws. Monitors assigned land use applications through the approval states, and prepares reports and related data as required.
9. Provides staff support to City Boards and Commissions such as the Planning Commission and Park and Tree Committee as needed and assigned. Prepares planning reports and supporting data, including recommendations on various land use proposals. Prepares and distributes meeting minutes.
10. Prepares land use notices and timelines.
11. Assists in the preparation of parks plans.
12. Issues permits for activities in City parks.
13. Organizes and implements parks programs; which include, but are not limited to the City's Harvest Festival; run events; and similar events.
14. Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
15. Assists City staff in the enforcement of local ordinances and in interpreting City codes and master plans.
16. Assists in designs for parks, streetscapes, landscapes, and other municipal projects.
17. Updates a variety of maps; prepares graphics and maps for a variety of reports, plans, grant applications, publications, or meetings.
18. Prepares and writes grant application components relating to department activities and programs.
19. Assists in maintaining the data base of information for planning purposes.
20. Responds to local citizens inquiring about local planning and zoning regulations and ordinances.
21. Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
22. Represents the City of Sweet Home by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.
23. Serves as a member of various City committees or work groups as assigned.
24. Assists other staff in the performance of their duties as assigned.
25. Maintains regular job attendance and adherence to working hours.
26. Attends evening meetings as needed;
27. Prepares public outreach campaigns, events, or advertisements.
28. Operates a motor vehicle safely and legally.

29. Suggests methods and procedural changes to more efficiently provide services to the public.
30. Responds to general inquiries related to Department programs. Determines specific needs and arranges for appropriate staff member to assist. Serves the public at the counter and over the phone on a variety of Department programs.
31. Accepts applications for building and other community development permits. Assures that plans and applications are complete. Assists applicants in completing the applications. Collects fees. Distributes permits.
32. Accepts and processes "over the counter" permits.
33. Provides assistance with special assignments as may be needed.
34. Conducts backup work for other staff during their absences.
35. Performs other duties as assigned by supervisor.

**D. WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. In the performance of job duties, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, and operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
2. Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
3. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and, the ability to adjust focus.
4. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards; calculator; and telephones.
5. In the performance of the job duties, the employee will occasionally work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.
6. The noise level in the work environment is usually quiet to moderate in the office and moderate in the field.

**E. ADDITIONAL POSITION REQUIREMENTS:**

**Ability To**

1. Communicate effectively orally and in writing with architects, contractors, developers, property owners, supervisors, employees, and the general public; and establish effective working relationships.
2. Effectively present information in one-on-one and small group situations to customer, clients, and other employees of the organization.
3. Interact with agitated community members in a productive, objective and equitable manner.
4. Conduct and understand statistical calculations and be prepared to make presentations as needed.

5. Prepare and interpret maps and other graphical presentations.
6. Learn and apply city ordinances, state statutes, and state administrative rules.
7. Read and write a variety of documents, including correspondence, proposals, and other persuasive and informative materials.
8. Apply common sense understanding to carry out instruction furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
9. Communicate effectively and professionally with diverse audiences, including the public, the City Council, and City staff at all levels.
10. Form efficient and effective working relationships with other employees and the public.
11. Work in a busy environment with multiple activities and customers.
12. Accommodate a work schedule that may require work on weekends.
13. Be at work on time. Be available for work. Give a full day's work.
14. Respond in a positive manner to directions.
15. Learn present jobs as well as new jobs within the scope of the position. Adjust to change.
16. Get along with others.
17. Learn, know and follows the rules, policies, practices and procedures of the department.
18. Be physically and mentally fit for work.

#### **Required Knowledge and Skills**

General knowledge of zoning laws and comprehensive plans including their formation, process of adoption, application, and enforcement. General knowledge of planning programs and processes, operation of a personal computer, and basic knowledge of GIS applications is desirable.

In the performance of job duties, the employee will use a personal computer and various software programs; motor vehicle; calculator; digital camera and/or video recorder; portable radio; phone; copy and fax machines; and other related tools and equipment.

#### **License and Certificate**

Oregon Driver's License with good driving record required for use of City vehicle.

#### **Experience and Education**

High school diploma or general education degree (GED) or higher; College degree in land use planning, urban planning, landscape architecture, public administration, or a closely related field preferred; one (1) year of related work experience; or any equivalent combination of education, experience, and training which demonstrates the required knowledge, skills, and abilities.