

**City of Sweet Home  
Job Description**

**Job Title:** Planning Assistant  
**Department:** Community Development  
**Reports To:** Community Development Director  
**FLSA Status:** Nonexempt  
**Union Position:** Yes  
**Prepared By:** Community Development Director  
**Prepared Date:** 11-17-06  
**Approved By:** City Manager and Elmer Roshone  
**Approved Date:** 7-01-2000

**Reviewed By:**

*Thomas Sharp*

**Reviewed Date:** 12-06-06

**SUMMARY**

Performs a variety of routine and complex technical and professional work in the current and/or long range planning of the City, the development and implementation of land use and related policies and regulations, and other disciplines within the Community Development Department.

**SUPERVISION RESPONSIBILITIES**

This job has no supervisory responsibilities.

**RESPONSIBILITIES**

Duties assigned to this classification include, but are not exclusively limited to, the following examples.

1. Assists in the development of short and long range plans, including
  - a. Gathering and preparing data for studies, reports and recommendations;
  - b. Coordinates department activities with other departments and agencies as needed.
2. Provides general information on land use applications, ordinances, codes, plans, zoning and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.
3. Provides application forms to applicants and the general public.
4. Provides guidance in filling out various applications and forms, making sure the applicant understands the process and the necessary information and attachments required to submit an accurate and complete application.
5. Conducts technical research and helps in the preparation of statistical reports, drafting or revising local legislation, and plans, etc.
6. Provides staff support to the Planning Commission as needed and assigned.
7. Assists City Staff in the enforcement of local ordinances and in interpreting City codes and master plans.
8. Assists in maintaining data bases of information for planning purposes.

9. Prepares legal time lines for individual applications, creates required notification mailing lists, and sends out property owner notices for land use actions and some City Council hearings.
10. Takes and transcribes minutes for Planning Commission meetings.
11. Responds to departmental and public inquiries, such as questions regarding City policies and procedures or other informational requests.
12. Organization, coordination and tracking of Department projects and grants.
13. Writes general correspondence.
14. Prepares invoices for payment and tracks the Department expenditures.
15. Maintain a positive work ethic, including
  - a. Working well and getting along with fellow employees,
  - b. Being to work on time,
  - c. Giving a full day's work,
  - d. Responding in a positive manner to directions,
  - e. Being able to adjust to change,
  - f. Knowing and following the rules, policies, practices and procedures of the City,
  - g. Maintaining a positive relationship with contacts specific to them and positions outside the City organization.
16. Serves as a member of various staff committees as assigned.
17. Serves, when assigned, as a member of a planning task force composed of local, county, and or state groups.
18. Attends professional development workshops and conference to keep abreast of trends and developments in the field of municipal planning.

#### **MINIMUM QUALIFICATION**

High school diploma or GED plus one year of college or trade school work in land use, urban planning or related technical field; or any equivalent combination of education and experience.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of standard office practices, methods and applications;
2. Ability to utilize standard software applications, including Word Perfect, Micro Soft Word, Excel, Arc View- GIS, Harvard Graphics, and Windows.
3. Skill in the operation of computers and office machinery.
4. Ability to
  - a. Work independently;
  - b. Exercise good judgement, courtesy and tact with the public;
  - c. Form effective and efficient working relationships with other employees;
  - d. Review building permits; g
  - e. Provide complex information in an understandable, accurate way;
  - f. Work with maps;
  - g. Summarize ordinance requirement so the public can understand; and
  - h. Understand the complexity and roles of state agencies and be able to work with them.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to and to talk or hear, stand, sit, or reach with hands and arms. The employee is occasionally required to walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.