



## JOB DESCRIPTION: Associate City Planner

<b>Department:</b> Community Development Center	<b>FLSA:</b> Non-Exempt
<b>Reports to:</b> Community Development Director	<b>Representation:</b> Represented
<b>Pay:</b> \$5,134 - \$6,553 per month	<b>Date Revised:</b> 5/9/2022
<b>This position is open until filled. The first round of review will be held on July 8, 2022</b>	

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.

### GENERAL POSITION SUMMARY:

The Associate City Planner performs a variety of professional and technical work in the areas of comprehensive land use planning, land use application coordination and review and policy development. This position provides information and assistance to developers, the business community and the public on planning and development related matters.

### ESSENTIAL FUNCTIONS:

Unless specifically identified as a “Non-Essential Job Function”, the information included in this job description, and any referenced supplemental documents, is considered an “Essential Job Function”. Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive.

### TASKS, TOOLS & TECHNOLOGY:

#### Tasks:

Plans, organizes, and conducts research studies; prepares reports and recommendations regarding land use, zoning regulations, urban design, community needs, and housing; responds to questions related to the permissible use of land for residential, commercial, industrial and community uses.

Provides information and assistance to developers, property owners, and the public regarding laws, regulations, standards, policies and procedures related to the submission of plans, processing of applications, and implementation requirements; communicates and coordinates with other City departments and outside agencies; coordinates the development review process on public and private projects.

Conducts research, prepares written/oral communication, and implements code enforcement for land use issues.

Maintains, updates, and analyzes data required for community planning; participates in the review development, revision, and maintenance of general plan elements, environmental impact reports, plans, ordinances and other policies and procedures.



Reviews and processes various plans and applications for subdivision, housing, and commercial developments; determines conformity with laws, regulations, policies, and procedures; recommends approval; identifies problems and analyzes alternatives, conducts project site visits.

Coordinates preparation of meeting agendas for various commissions, boards and community groups, including reviewing draft materials and preparing comments; organizes meetings and work sessions ensuring timely notification of appropriate parties; makes presentations and prepares material for the City Council, commissions, boards and community groups when requested; Attends and staffs Planning Commission meetings along with City Council meetings, as requested.

- Assists in the preparation and writing of grants and assists with grant management.
- Performs other directly related duties consistent with the role and function of the department.
- Performs general reception duties for the Planning Department. Answers telephone and screens phone calls and visitors to determine appropriate referral.
- Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
- Performs other work as directed by the Community Development Director.
- Follows all OSHA and City safety rules and procedures for work areas.

**Tools:**

All specialized equipment utilized in a traditional office setting, to include, desktop, laptop, tablet and notebook computers, digital cameras, fax machine, multi-line telephones, mobile phones and photocopiers.

**Technology:**

Personal computer, including word-processing software, spreadsheet software, office suite software, map creation software (GIS), printer, fax and phones. Electronic mail software and internet browsing software, including Microsoft Office Suite.

**KNOWLEDGE, SKILLS & ABILITIES:**

**Knowledge:**

Knowledge and practical usage of clear, concise writing skills in the planning area. Working knowledge of Oregon land use laws. Knowledge of the principles, practices and current issues of planning or ability to acquire such general knowledge and understanding of government organization and relevant public laws.

Ability to perform research, compile technical data, draft maps, plans and related documents. Ability to write reports and textual material relating to planning programs.

**Skills:**

Language skills- Ability to read, analyze, and interpret ordinances, state statutes, technical studies, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to management, public groups, and/or boards. Ability to draft staff reports, including evidentiary findings for approval, for land use applications.

Mathematical Skills- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.



Computer Skills- To perform this job successfully, an individual should have the ability to operate a personal computer, have knowledge of database, spreadsheet and scheduling software, have a basic understanding of GIS software, and be experienced with internet usage and with e-mail.

Organizational Skills- Ability to organize, file and maintain accurate records.

**Abilities:**

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Attendance & Punctuality — Consistently at work and on time; Arrives at meetings and appointments on time.

Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

Cost Consciousness - Works within the approved budget; Conserves organizational resources; Develops and implements cost saving measures.

Crisis Management — Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.



Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness.

Interpersonal Skills — Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others and new ideas.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing — Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses and ensures other staff use equipment and materials properly.

Speech Clarity — The ability to speak clearly so others can understand you.

Speech Recognition — The ability to identify and understand the speech of another person.



Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Teamwork — Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills — Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication — Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Written Expression — The ability to communicate information and ideas in writing so others will understand.

#### **WORK STANDARDS**

- Regular Attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Thorough when completing work tasks.
- Accept constructive criticism.
- Calmly and effectively process high stress situations.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.

#### **EDUCATION, CERTIFICATION, & EXPERIENCE**

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

##### **Education:**

Graduation from an accredited college or university with a 4-year degree in Urban Planning, Social Science or a related field such as Economics, Business or Public Administration.

##### **Experience:**

Two years of demonstrated professional experience in the field of comprehensive planning, zoning and project administration preferred. A Master's Degree in Urban Planning, Social Science or a related field such as Economics, Business or Public Administration may substitute for two years of professional experience.

- Proven organizational, planning, and analytical skills.
- GIS software experience preferred.
- Superb tact and diplomacy.
- Excellent writing and editing skills.



- High levels of proficiency in time management, Word, and Excel.

#### **SPECIAL REQUIREMENTS AND CERTIFICATIONS:**

Member of American Planning Association (APA) and American Institute Certified Planners (AICP) preferred. Possession of, or the ability to secure possession of, a valid driver's license and maintain a good driving record throughout employment with the City.

#### **WORKING CONDITIONS**

The City of Scappoose is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Scappoose will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact your immediate supervisor.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as the Associate City Planner.

Work within office locations can be considered normal office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Incumbent may be required to sit/stand for extended periods while performing various duties.

#### **WORK SCHEDULE**

The Associate City Planner will be expected to work 40 hours per week Monday through Friday from 8:00 am to 5:00 pm. You will be assigned to work five day 8 hours shifts. The position will be required to attend various meetings, including evening meetings and one weekend meeting per year (Annual Town Meeting). The hours of work will be set at the discretion of the City Manager and Community Development Director.

#### **NON-ESSENTIAL JOB FUNCTIONS**

Serve as back-up for other administrative staff.  
Perform other duties as assigned.  
Perform other tasks as requested by Department Heads.

#### **SUBMITTAL**

Application packets should include:

- Employment application
- Cover Letter
- Resume
- Reference List