

ORGANIZATION:	City of Canby	DATE:	July 2018
DEPARTMENT:	Development Services	UNION:	AFSCME Represented
TITLE:	Associate Planner	FLSA STATUS:	Non-Exempt

PURPOSE OF POSITION: Perform general professional planning work in development review, zoning administration, and other land use planning functions. Prepare and make reports and presentations. Draft policies and ordinances as necessary. Work with outside entities and respond to staff and public questions.

ESSENTIAL JOB FUNCTIONS:

Research, prepare and present staff reports and findings on various land use applications for City Council and Planning Commission. Prepare for and attend meetings, provide technical information and advice, perform resulting follow-up and research as necessary, and make recommendations.

Interpret ordinances, zoning regulations and other City, and county, state and federal regulations relating to zoning, subdivision and development issues. May draft Comprehensive Plan goals and policies, and ordinances for review by others.

Provide excellent customer service. Respond to inquiries from the general public regarding rules and procedures for land use, land development and zoning, and general City development policies and procedures. This position will be primarily responsible for assisting with code questions and customer consultations at the front counter.

Conduct pre-application conferences with potential applicants, providing information about the development process regarding: site plan review, subdivisions, planned unit developments, conditional uses, variances, minor land partitions, lot line adjustments and rezoning.

Perform field investigations and gather, analyze, interpret, and report on various land use and land characteristic data regarding land use applications; take photographs. Perform code review of development proposals and determine whether applications satisfy development regulations.

Maintain current inventories of planning data as assigned. Prepare maps, charts, posters and slides for presentations and public hearings.

Maintain necessary departmental records. Create forms, information handouts, report outlines, etc., as necessary or requested.

Work with outside entities on planning, zoning, development issues and design review.

Manage and perform other projects, functions, and tasks, as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of planning concepts, principles, techniques and practices, zoning ordinances, codes, and regulations; techniques for map, chart, sketches and complex graph preparation; research methodology and standard statistical procedures and capital improvement programming. Considerable knowledge of laws, codes, rules, regulations and ordinances applied to land use planning, legal descriptions.

Ability to comprehend and interpret land use laws, rules and regulations; communicate effectively both verbally and in writing; prepare clear and concise reports; prepare tables and maps. Ability to interpret maps on site. Ability to plan, organize and complete complex research projects; prepare concise reports and present them in oral, written and graphic formats. Establish and maintain effective peer and customer working relationships; and manipulate office and planning software and Microsoft applications. Must have excellent and proven customer service skills. Ability to listen, interact and consult with customers on a professional level in a respectful and helpful manner. Must have ability to communicate professionally orally and in writing. Ability to maintain confidentiality as needed. Ability to gain consensus, facilitate processes and meetings, and coordinate special projects.

Equivalent to a Bachelor's degree in planning, geography, architecture, urban studies, or related field; and two years of professional planning experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Valid driver's license with acceptable driving record.

DESIRABLE REQUIREMENTS: Experience in development review of commercial, industrial and residential projects. Experience in GIS, statistical comparisons, long range planning studies. Experience with municipal operations, such as utilities and emergency services.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 20 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. Approximately 5% of the work period takes place outdoors with exposure to all weather conditions, at work sites with exposure to noise levels which may require hearing protection, chemicals, dirt, dust, fumes, confined spaces, etc. The remainder of the work period is typical of most office environments with telephones, personal interruptions, and background noises. Attendance at night meetings required on occasion.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on policies and practices.

SUPERVISION RECEIVED: Works under the direction of the Planning Director.