



City of Lake Oswego, Oregon

Job Description

ASSISTANT PLANNER

FLSA Status: Non-Exempt
Union Representation: LOMEA

Salary Grade: 151
Job Code: 2020

Class Summary

Under the general direction of the Assistant Planning Director, the position performs entry level land use planning work relating to minor land use projects, applications and land use code enforcement matters. Work performed is related to current land use planning activities which includes, but is not limited to, answering routine zoning inquiries, preparing reports concerning minor land use variances, minor I and partitions and lot line realignments. Code enforcement responsibilities include, but are not limited to, administering sign code regulations, tree-cutting regulations and the processing of routine building permit and business license applications.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Assist members of the public concerning routing inquiries about zoning, projects scheduled for hearings, and other routine general land use inquiries, refer individuals to appropriate professional planners assigned to specific projects where appropriate.
2. Accept and process tree-cutting permits, certifying fee amounts and completeness of applications.
3. May make site inspections of proposed tree-cutting, verifying information, checks application to ensure compliance with regulations and approves permits upon compliance.
4. Accepts and processes sign permits, certifying fee amounts and completeness of applications.
5. May make site inspections of proposed sign placement, verifying information, checks application to ensure compliance with regulations and approves permits upon compliance.
6. Prepare staff reports regarding minor land partitions and minor land use variances.
7. Review business license applications for conformance to land use codes, plans and regulations, and approves license upon compliance.
8. Review routine building permit applications, checking appropriate land use developments, files and codes to determine conditions of approval, if any, and approves permits upon compliance.
9. Accepts and process applications for minor land use variances and lot line adjustments, certifying application fees and completeness of application, makes site inspections of the proposed change, verifying information, and checks appropriate land use development files and codes to determine conditions of approval, if any, and approves applications upon compliance.

10. Perform various on-site inspections of permits approved and issues complaints for nonconformance to approval requirements, prepares reports concerning violations, and testifies in court regarding the violation.
11. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Principles, practices, regulations, and techniques in the field of municipal land use planning, urban planning, comprehensive planning and/or transportation planning.
- Project management principles and techniques.
- Local land use planning ordinances and state statutes governing the planning, public hearing, and environmental decision making process.
- Environmental, social, economic, and other demographic factors affecting local governments.
- Research methods and techniques.
- Basic cartography and graphic design.
- Personal computers and related software applications.

Skills and Abilities to:

- Write clear and concise reports.
- Read and interpret moderately complex rules, regulations and ordinances.
- Maintain effective working relationships with other employees and members of the general public.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a Bachelor's degree in Urban Planning, Architecture, or Public Administration and six months related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; attending meetings or activities outside normal working hours; operation of a motor vehicle on public roads.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.