



City of Lake Oswego, Oregon

Job Description

ASSOCIATE PLANNER

FLSA Status: Non-Exempt

Union Representation: LOMEA

Salary Grade: 164

Job Code: 2038

Class Summary

Under the general direction of the Assistant Planning Director, positions in this classification perform professional level land use planning work and related responsibilities as assigned. Work involves researching, preparing and presenting land use planning reports relating to current planning activities, applications and projects, and/or comprehensive planning activities, applications and projects. Responsibilities involve the performance of office work as well as field work. Responsibilities also include the monitoring project implementation to ensure compliance with ordinances, standards and orders. May be assigned staff responsibilities to a City-appointed board/commission, acting as a liaison between the board/commission and the Planning Department. Provides technical assistance to the board/commission assigned.

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. Researches, prepares and presents reports on applications, projects and activities involving minor land use development, variances, land partitions, sign ordinance problems, and other related, current land use planning matter.
2. Assists in the research and report preparation of comprehensive land use matters, which includes, but is not limited to, the analysis of population characteristics, land use inventories, minor Comprehensive Plan and ordinance revisions.
3. Meets with and explains to members of the development community and general public, specific planning, zoning and development activities, projects, regulations and standards.
4. Meets with and explains to members of the development community and general public, programs, projects, and concepts related to comprehensive planning and current planning activities.
5. Performs a variety of research work relating to land use planning which includes the collection data on urban design, population characteristics, and social and economic characteristics of the City and surrounding environs.
6. Attends public meetings of various City boards, commissions and committees, presenting reports on assigned projects and activities.
7. May be assigned as a staff liaison with a specific board, commission or committee, providing technical advice and assistance.

8. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Must have a thorough knowledge of the principles and practices of urban planning and land use laws and regulations.
- Principles, practices, regulations, and techniques in the field of municipal land use planning, comprehensive planning, urban planning and/or transportation planning.
- The City's Comprehensive Plan and/or Transportation Plan and related goals and objectives.
- Advanced 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.
- Advanced planning and development research methods and techniques.
- Cartography and graphic design.
- Personal computers and related software applications.

Skills and Abilities to:

- Maintain effective working relations with other employees and members of the general public.
- Read and interpret complex rules, regulations and ordinances.
- Analyze various statistical data, using appropriate statistical methods.
- 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 with a Bachelor's degree in Urban Planning, Public Administration, Architecture, or Social Science and two years 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.