



City of Lake Oswego, Oregon

Job Description

SENIOR PLANNER

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 177

Job Code: 2030

Class Summary

Under the general direction of one of the two Assistant Planning Directors, the Senior Planner performs complex professional and technical planning projects in the areas of long range planning, development review, transportation planning, CIP planning, land use planning, and policy development; may serve as a lead on large projects, coordinating the work of consultants, and professional and technical staff.

Distinguishing Characteristics

The Senior Planner is the advanced journey level class in the planning series. It is distinguished from the Associate Planner by the greater degree of responsibility for large, complex and sensitive projects. The Senior Planner exhibits a high level of independence and minimal need for direct supervision. In addition the Senior Planner will generally have an Advanced degree in a related subject area (MUP, MURP, MPA or MS in Geography or Architecture) and/or AICP or AIA certification.

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. Design and implement public involvement programs; identify stakeholders; prepare content for newsletters and web-based displays; conduct surveys and analyze data; and lead public meetings.
2. Research, prepare and present new plans, plan amendments, new code requirements, code amendments, and planning reports on long range land use, environmental, transportation, or comprehensive planning issues.
3. Prepare written and oral technical reports, graphics, and presentations on land use, transportation, development activity, population and employment growth, or internal technical needs.
4. Interpret and apply City planning policies and code provisions to specific issues. Review proposals/permits and coordinate the application process. Administer the Development Code specific to development activities including private development. Determine conformance of land use applications with zoning and building ordinances and the City's Comprehensive Plan.
5. Manage planning projects involving land development, housing, environmental protection, transportation, and growth management; prepare budgets and schedules; monitor progress; coordinate activities and operations with staff and other agencies.

6. Coordinate the activities and oversee the work of outside consultants; meet with contractors, boards, commissions, and staff to identify and resolve problems; review and evaluate work products, methods and procedures.
7. Coordinate and oversee the work of interns or temporary staff.
8. Meet with and explain to the public and members of the development community specific planning, zoning, and development activities, projects, regulations and standards; research information; interpret data, answer questions and explain requirements, regulations, and procedures.
9. Lead the research and report preparation of comprehensive land use matters, including the analysis of population characteristics, land use inventories, Comprehensive Plan and ordinance revisions, and social and economic characteristics of the City and surrounding environs.
10. Attend public meetings of various City boards, commissions, and committees; attend meetings of neighborhood or civic organizations; present reports and answer questions.
11. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Current issues, trends, practices and principles of comprehensive and development review planning.
- Standards, laws, codes, ordinances and regulations governing comprehensive and development review planning, including permitting and the land use applications process.
- Strategic planning methods with an emphasis on services related to comprehensive and development review planning.
- Mathematical and statistical principles and analysis.
- Reports and analyses available through geographic information systems.
- Public purchasing and contracting laws and regulations.
- Personal computers and related software applications.

Skills and Abilities to:

- Work independently with minimal supervision and guidance.
- Conduct highly complex technical research.
- Analyze various statistical data using appropriate statistical methods.
- Read and interpret complex rules, regulations and ordinances.
- Manage the operations and budget of a project.
- Establish and maintain effective working relationships with other employees, agencies, public officials and the general public.
- Communicate effectively with diverse customers both orally and in writing.
- Make presentations including graphics, and develop reports that may include technical information.
- Use word processing, spreadsheet and other software applications (such as GIS) as required for the position.
- 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 through obtaining a Master's degree in Urban Planning, Public Administration, Social Science, Architecture or related field, and six years of increasingly responsible related experience; or an equivalent combination of training and experience to perform the duties of the job.

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.

Member of the American Institute of Certified Planners (AICP) or AIA certification is desirable.

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.