

**City of Pendleton**

**Job Description**

**Assistant Planner**

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| **Department**:  Community Development | **FLSA**:  Non-Exempt |
| **Reports to**:  City Planner | **Representation**:  SEIU |
| **Pay Range**:  SEIU Range 21 | **Date**:  October, 2021 |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

Performs routine professional and technical duties associated with the planning and building activities in the Community Development Department. Provides customer service at the public counter and on the phone, answering questions regarding zoning, planning, and overall general development. Provides clear and accurate technical and policy information to residents, developers, other City departments and staff, external agencies, and the business community on the City’s zoning regulations, land use policies, and development codes.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose.)*

1. Customer Service Provides reception and customer service for Planning inquiries and other questions in the Community Development Department. Provides information to the public regarding a variety of department services and procedures or refers them to the appropriate person, department, or entity. Responds to questions and complaints regarding Unified Development Code, or other planning, zoning, or development issues; helps resolve routine problems and complaints. Provides zoning and planning information and assists the public with understanding and interpreting state and city planning codes.
2. Plan/Code Development Assists in the development and implementation of plans and codes such as growth management, housing, transportation, infrastructure, flood hazard, downtown development, zoning overlays and others to meet the City’s needs. Reviews and provides recommendation for revisions or enhancements to the City’s development codes or plans, or other related policies based on common problem areas and special land use development issues that arise to assist in making the process more efficient and effective. Provides planning, land use, or development advice to supervisors and other officials. Works with Umatilla County, Oregon State DLCD, and the City Planner to manage the Urban Growth Boundary Inter-governmental agreement and properly plan for a sufficient supply of land for future growth areas. Ensures compliance with related City or State development codes.
3. Process Applications Process Type I and Type II land use permit applications and review for conformance with the Unified Development Code and other planning criteria. Assists applicants in completing all types of applications to achieve the greatest chance for approval. Determine completeness of applications submitted and advise applicants on proper procedures to correct or complete applications as needed including applicable local, State, or Federal laws. Oversees application procedures and forms to maximize clarity and efficiency. Recommends approval of basic land use applications (Type I and Type II) and Development Permits within scope of authority and responsibility.
4. Land Use Reports and Public Meetings: Drafts some land use staff reports for both Planning Commission decision and state DLCD acknowledgement for Type III and Type IV public hearing and land use decisions. Such staff reports include, but are not limited to: zone changes, conditional uses, variances, annexations, partition or subdivision plat applications, or Urban Growth Boundary modifications. Coordination and review with the City Planner or Community Development Director may be provided for complex staff reports for Type III and Type IV land use decisions requiring a public hearing.
5. Commissions and Committees: Provides staff support, including preparation of agendas, public notices and required reports and presentations for the Planning Commission, Historic Landmarks Commission, and other committees as assigned. Takes meeting notes and prepares official minutes. Provides support such as research, analysis, reports, maps, draft ordinances, financial summaries of construction, or other materials for presentations as required. Provides recommendations regarding the relevant planning and development issues.
6. Permits Receives, reviews, inputs, and processes applications for residential and commercial building permits and Planning Department Development Permits. Reviews applications to ensure accuracy and completeness and assists customers to complete as needed. Inputs and tracks permit application information into the City’s permit software, and helps track the completeness of various city staff reviews. Issues development permits in accordance with prescribed departmental guidelines. May perform site visits to ensure compliance with Development Code. Assists in preparation of monthly building permit reports.
7. Office Support Provides administrative support for the department. Files staff reports and other planning and building materials. Maintains accurate and complete records of department activities and of records relating to licenses, permits, maps, design drawings, overlay, and sketches pertinent to urban planning and development projects within the City. Operates standard office equipment including copier/scanner, fax, postage meter, phones and computer. Prepares correspondence and memos and responds to email inquiries. Schedules meetings and appointments for department staff. Assists in scheduling field inspections and other meetings with Community Development staff, and other staff as needed.
8. Pre-Application Prepares sketches, drawings, and maps from notes, county records, aerial photos and other sources using office equipment such as CAD and GIS to assist with pre-design/pre-development meetings and staff reports for public meetings.
9. Addressing Works with City staff to assign property addresses to new development and rectify any incorrect addressing. Also collects data and completes annual census report submitted to the State of Oregon/Portland State University.
10. Research Searches City, County and other records for data relating to property ownership, easements, surveys, etc. Researches problems, questions or complaints regarding land use or development issues. Coordinates with others to ensure problem resolution. Analyze matters such as growth management, environmental protection and urban development trends, issues and policies, and provides short and long-term policy recommendations to staff
11. Accounting Calculates, collects and records fees. Reviews pay requests for Urban Renewal Agency grants. Makes recommendations to committees regarding payment and financial accountability of Urban Renewal Grants. Prepares receipts and assists with the responsibility for balancing the cash drawer and preparing related deposits or reports as required.
12. Special Projects Performs or assists with special projects as assigned such as neighborhood surveys, reviews business licenses for compliance with zoning, issues sign permits. Coordinates with Urban Renewal Directors and staff to implement various types of grants through the Urban Renewal Agency.
13. Backup Support Provides backup administrative support to the Public Works and Building Department as needed. Provides immediate backup to the Building Department Permit Technician, when needed.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Provides staff support to the Pendleton Development Commission including preparation of agendas and public notices. Takes meeting notes and prepares official minutes. Provides other administrative support for PDC divisions, like the Façade Committee.
2. Serves on committees as appointed or required.
3. Attends meetings and training as required.
4. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

The Assistant Planner is distinguished from the Permit Technician by the presence of professional planning responsibilities such as processing complex land use applications, preparation of staff reports and assisting with the revision and/or development of new plans, codes and related regulations.

The Assistant Planner is distinguished from the City Planner where the latter oversees and reviews many of the Assistant Planners tasks and reports, as well as perform complex planning work emphasizing on long term, future planning work such as Comprehensive Plan updates and special projects.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)*

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. High School Diploma (or GED) is required.
2. Bachelor’s degree from an accredited college or university with coursework in urban planning, urban development, geography, public administration, or a related field; and
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

Less than 12 months

1 – 3 years

3 – 5 years

5 – 8 years

Other

Describe experience: Two (2) years’ experience in field or office work of a sub-professional planning, building, development, design, and/or engineering nature.

1. Satisfactory equivalent combination of education and experience.

**2**. **Special Requirements:**

1. Must possess, or be able to obtain by time of hire, a valid driver’s license.

b)  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

c) Notary Public required within 6 months of hire;

**3. Necessary Knowledge, Skills and Abilities:**

1. Knowledge of basic principles and practices of urban planning, environmental planning, transportation planning, economics, development, public administration, and other disciplines related to urban planning;
2. Knowledge of the Oregon Statewide Planning Goals and process;
3. Knowledge of applicable federal, state, county, and local laws, codes, and regulations that impact municipal planning activities.
4. Skill in making drafts, sketches, or tracings of maps and plans;
5. Knowledge of word processors, spread sheets, database management and computer aided drafting programs;
6. Ability to make accurate computations;
7. Ability to follow written or oral instructions accurately.
8. Knowledge of safety standards, practices and procedures applicable to area of assignment.
9. Ability to understand and explain laws, codes and rules.
10. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers, supervisor, patrons, etc. attend meetings, training, etc.
11. Ability to establish and maintain effective working relationships and to work as a team member.
12. Ability to maintain cooperative relations with plumbers, electricians, contractors, other employees, and the general public.
13. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
14. Ability to work efficiently and perform the essential functions of the job.

**4.** **Other Desired Knowledge, Skills and Abilities (Preferred but not required to provide adequate assistance in the Community Development Department):**

1. Knowledge of building construction materials and methods;
2. Knowledge of standard practices, techniques, materials and tools of the building and construction trades;
3. Basic knowledge of City and State building codes;
4. Working knowledge of drafting, design drawings and blueprint reading;

**5.** **Tools and Equipment Used:**

Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software: *(Choose all that apply.)*

MS based word-processing, spreadsheet, and/or data base programs

Outlook or other email communication.

Internet and/or social media

Presentation or desktop publishing software

Specialized or custom software: Permit tracking and/or project management and tracking software

**6.** **Supervision:**

1. This position does not supervise other staff.
2. This position may provide lead worker direction for temporary or seasonal office support staff.
3. This position reports to the City Planner and/or the Community Development Director. Supervision received is: *(Choose one)*

Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

General. Work is assigned more generally with the employee having some autonomy to determine the order or manner in which the work is completed. Policies and procedures exist.

Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**7.** **Communications**:

1. Communications are: *(Choose one)*

Primarily with other City staff, vendors and/or customers.

Regularly includes others outside the organization (not customers), such as contractors, attorneys, agents, or business partners.

Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be: *(Check any that apply.)*

Complex

Controversial

☒ Confidential

Have significant impact (affect City services or reputation, or have legal or financial consequences)

**8.** **Cognitive Functions**: *(Check the one that most closely aligns to position.)*

Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**9. Problem Solving:** *(Indicate the nature of problems regularly encountered by this position. Check only one box.)*

Most situations are resolved using standard procedures and established guidelines.

Situations are somewhat varied; requires application of specific technical skills and expertise.

Varied situations that require significant analysis or interpretation; general precedents and practices used but may be modified.

Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**10. Work Environment*:*** *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Light.

c) Hazards include: *(Check all that apply and include the percentage of time exposed to the listed hazard)*

Office environment/no specific or unusual physical or environmental demands.

Work on and around heavy construction equipment \_\_\_\_%

Exposure to toxic elements/hazardous chemicals \_\_\_\_%

Work at heights in excess of 20 feet \_\_\_%

More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

Exposure to weather or temperature extremes - \_\_\_%

Isolation - \_\_\_%

Exposure to light or noise extremes - \_\_\_%

Regular travel outside the City \_\_\_\_%

Risk of injury \_\_\_%

Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d) General hours of work are 8:00 a.m. – 5:00 p.m. Monday – Friday. Variations include: *(Check all that apply)*

Frequent or regular overtime (attends Planning Commission meetings on a regular basis)

Subject to emergency call out

Split or night shift

10. **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

Not applicable  Input  Prepare  Forecast  Monitor  Approve

1. This position has resource accountability for the following level of purchasing: *(Choose one)*

Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high level equipment/assets.

Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification 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.*

Drafted: October, 2021

Adopted:

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light** - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.