

 **City of Pendleton**

 **Job Description**

 **City Planner**

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| **Department**: Community Development  | **FLSA**: Exempt |
| **Reports to**: Community Development Director  | **Representation**: Unrepresented |
| **Pay Range**: Range 5, Confidential/Supervisory Scale  | **Date**: August, 2017  |

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

Performs a variety of professional and advanced technical planning assignments and/or assists with long range or large planning projects. Conducts research and analysis, assists customers on land use matters, facilitates preplanning processes and develops recommendations in connection with proposal applications.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose. Describe the various tasks performed on the job which are critical to the successful performance of the job* ***or*** *occupy more than 5 percent of your time. Think in terms of WHAT you do, NOT HOW you do it. Avoid describing procedures. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Describe them in such a way as to be clear to someone who does not understand the work performed.)*

1. Professional Planning Administers the implementation of the City’s development plans, including ensuring compliance with related City or State development codes. Reviews and provides recommendation for revisions or enhancements to the City’s development plans, development code and other related codes and/or policies. Provides professional planning and land use advice to supervisors and other officials.
2. Public Relations Provides exceptional customer service, while providing land use and planning assistance to property owners, developers, and other applicants. Provides public information on planning and zoning questions and assists applicants in the preparation of land use applications. Resolves complex disputes. Responds to inquiries about City development regulations and ordinances. Makes presentations to supervisors, boards, commissions, civic groups and the general public.
3. Process Applications Process land use permit applications and review for conformance with the Municipal Code and other planning criteria. Assists applicants in completing an application that has 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 State or Federal laws. Oversees application procedures and forms to maximize clarity and efficiency. Approves land use applications and Development Permits within scope of authority and responsibility.
4. Planning Commission Provides professional staff support to the Planning and Historic Preservation Commissions. Provides support and/or information for the City Council and other committees and/or commissions as needed. Prepares staff reports, maps, ordinances or other materials for presentations, providing recommendations as required. Must be knowledgeable of the underlying ordinances, resolutions, by-laws and/or plans that govern the committees; and provides all necessary support, such as research and analysis, reports, and implement decisions.
5. Supervision Supervises the Permit Technician position in the Community Development Department, including providing direction, assigning and reviewing work, conducting performance evaluations and administering correction as needed. Provides input into the work performance of other Community Development Support Staff. Negotiates, coordinates and manages planning consultant contracts.
6. Plan/Code Implementation Assists in the development and implementation of growth management, housing, transportation, infrastructure, flood hazard, downtown development, zoning overlays and other plans and codes to meet the City’s needs. Works with Umatilla County and Oregon DLCD to manage the Urban Growth Boundary Inter-governmental agreement and properly plan for a sufficient supply of land for future growth areas.
7. Record Management Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects. Assures compliance with public meeting laws, including providing public notice of meetings, and ensuring appropriate agendas, minutes and other meeting records are prepared; filling Commission & Committee vacancies according to policy; equipping all new members with appropriate handbooks, by-laws or other information.
8. Research & Analysis Conduct special studies or research as needed. Analyze growth management, environmental protection matters and urban development trends, issues and policies, and provides short and long-term policy recommendations.
9. Grant Administration Identifies grant opportunities, prepares grant applications and administers the grant to assure compliance.
10. Continuing Education Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

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

1. Assists City staff in the enforcement of local ordinances and in interpreting City codes and plans.
2. May assist in designs for parks, streetscapes, landscapes and other municipal projects.
3. May attend meetings and serve on committees (such as the Safety Committee) as assigned.
4. Other duties as assigned.

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

This position is not in a series.

**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. Bachelors Degree from an accredited college or university is required. Degree must be in land use planning, urban planning, landscape architecture or a closely related field; and
2. 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

[x]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: five years progressively responsible experience in municipal planning.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

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

1. Ability to prioritize work to best accomplish the goals of the City.
2. Exceptional customer service skills.
3. Thorough knowledge of state and local land use laws; how they are created, implemented, and managed. Has extensive knowledge of planning programs and processes.
4. Skill in use of personal computers and working knowledge of GIS applications.
5. Skill in conducting research, writing technical reports, grant applications and developing plans and procedures for the department.
6. Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public.
7. Knowledge of City policies, procedures, regulations, and codes and how to revise them to meet the objectives of the City.
8. Knowledge of safety standards, practices and procedures applicable to area of assignment.
9. Ability to work independently in the absence of supervision, must be highly motivated, self-starter.
10. Ability to understand, analyze and interpret technical information.
11. Ability to establish and maintain effective working relationships; with ability to communicate with a variety of personalities and meet work flow demands in a timely and efficient manner.
12. Ability to work as a team member.
13. Ability to maintain regular and predictable attendance to serve customers and interact with co-workers, supervisor, and others, attend meetings, training, etc.
14. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
15. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

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

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

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[ ]  Specialized or custom software

1. Vehicle - Car/pickup/van/SUV.

**5.** **Supervision:**

1. This position supervises other staff. Positions supervised include: Permit Technician, and any consultants or contractors providing planning or land use services.
2. This position reports to 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.

 [x]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

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

**6.** **Communications**:

1. Communications are: (*Choose one*)

[ ]  Primarily with other City staff and/or customers.

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

[x]  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*):

[x]  Complex

[x]  Controversial

[ ]  Confidential

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

**7.** **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.

[x]  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.

**8. 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.

[x]  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.

**9.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. Some outdoor work is required in the inspection of various land use developments and construction sites exposing the employee to outside weather conditions. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Sedentary .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[x]  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.) \_\_\_\_%

[x]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

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

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

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

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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

[ ]  Subject to emergency call out

[ ]  Split or Night shifts

**10.** **Resource Accountability:**

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

[ ]  Not applicable [x]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (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.

[x]  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.*

Adopted: 2005

Revised: 2017

Revised: August, 2020

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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.