



# SENIOR PLANNER

## Job Description

*The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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| <b>Class Title:</b>   | Senior Planner        | <b>Effective Date:</b> | December 1, 2016               |
| <b>Working Title:</b> | Senior Planner        | <b>Type:</b>           | Supervisory                    |
| <b>Department:</b>    | Community Development | <b>Supervisor:</b>     | Community Development Director |
| <b>FLSA Status:</b>   | Exempt                | <b>Supervises:</b>     | Code Compliance Officer        |

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### CLASSIFICATION SUMMARY

Under the direction of the Community Development Director, this professional level position is responsible for current and long range planning including managing the Transportation Systems Plan and may act as liaison to the Salem-Keizer Area Transportation System Technical Advisory Committee as well as other regional committees as needed. This position requires high-level performance of planning activities, including, but not limited to, assisting with current and long-range planning, urban renewal projects, economic development and other projects. This position provides support to various commissions and advisory committees. The Senior Planner acts as the Acting Community Development Director in the Community Development Director's absence.

### SUPERVISION

This is a supervisory position. This position supervises assigned employees, which includes: scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring and termination decisions.

### ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

*An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.*

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to assigned working hours, and operating a motor vehicle safely and legally while on City business.

#### **60% Planning**

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Provides support to boards and commissions such as City Council, Keizer Urban Renewal Board, and Planning Commission. Provides professional planning and development of ordinances. Coordinates communications with adjacent jurisdictions and affected state and Federal agencies relating to land use and transportation projects.

Performs land use and transportation planning duties in the development and implementation of the City Transportation Systems Plan.

Serves as liaison to regional planning working panels including the Salem-Keizer Area Transportation System Technical Advisory Committee, Integrated Land Use, and Transportation Forum and other regional coordination committees.

Performs other planning activities as required including, but not limited to, assisting with current and long range planning, urban renewal projects, economic development, and other projects.

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**15% Public Outreach**

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Conducts and manage public outreach activities related to transportation and land use studies, including making presentations to City Council, Planning Commission and other governmental agencies, advisory boards, and citizen groups.

Composes grant applications for community planning related projects.

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**10% Quality Assurance**

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Ensures that the City's land use planning activities are consistent with the development and implementation of the City's Comprehensive Plan and Oregon Statewide Planning Goals.

Coordinates and conducts reviews of City Comprehensive Plan, Transportation System Plan and City ordinances.

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**10% Research & Presentation**

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Collect, analyze, and interpret complex transportation and land use data, and then express technical and complex ideas through excellent oral and written communication skills. Write and prepare staff reports and findings on complex land use issues and land use applications. Make oral presentations to Planning Commission, Urban Renewal Board, and City Council. Write new ordinance and amendments to ordinance text and maps as needed.

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**10% Supervisory Duties**

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Supervises, motivates, trains, and directs staff of assigned sections.

Prioritizes, schedules, assigns, and reviews work.

Evaluates staff performance. Recommends personnel actions, including disciplinary and training plans, in accordance with human resources policies as needed. Makes hiring and termination recommendations.

Responds to grievances and handles conflicts between reporting staff members.

## **PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS**

*The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds and infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards, calculator, scanner/copy/fax machines and telephones.

### **Safety**

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position. This supervisory position is responsible to actively support safety and loss control measures for the City as a whole and to maintain accountability for safety and loss control issues within the department.

### **Work Environment / Working Conditions**

In the performance of the job duties, the employee will perform the majority of this job in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms and public spaces. The noise level in the work area is typical of most office environments, with telephones, personal interruptions and background noises. Duties include contact with employees and customers in conflict situations.

Occasional travel includes local and regional meetings. This position may be required to work evenings and weekends.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

Bachelor's degree in land use planning, urban planning, or closely related field and a minimum of four years of progressively responsible professional planning experience as well as two years of full-time supervisory experience or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position. Grant writing experience preferred.

### **Licenses, Certifications & Other Requirements**

- Pass background investigation.

## **ADDITIONAL QUALIFICATIONS**

### **Knowledge:**

- Thorough knowledge of professional planning principles; including land use, infrastructure, and transportation planning.
- Oregon land use planning system, including statewide planning goals, Oregon Revised Statutes and Oregon Administrative Rules.
- Government agencies and legal requirements pertaining to comprehensive land use planning.
- Considerable knowledge of research methodologies and statistical techniques.

### **Skill & Ability:**

- Make public presentations, conduct public outreach activities and present research and analysis findings effectively; and to develop good relationships with community outreach groups and the general public.
- Perform research, compile and analyze technical data; prepare staff reports and present them in writing or orally in a clean and concise manner.
- Organize and draft zoning and land division ordinances in accordance with local needs and state requirements.
- Formulate and defend decisions; work independently; interpret the intent of codes, Comprehensive Plan goals and policies, and other regulations.
- Initiate, carry out, present, and implement planning related projects.
- Proficiently use personal computers, word processing, and email software applications.
- Express oneself clearly and concisely both in writing and orally before both large and small groups.
- Work in all weather conditions.
- Operation of standard office equipment including computer word processing, spreadsheet formulation, and data management.
- Proficient skill in keyboarding.
- Access and update data files.

### **Licenses, Certifications & Other Requirements**

- Possession of or ability to obtain and maintain a valid Oregon driver license.