



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.

Class Title:	Planner	Effective Date:	December 1, 2016
Working Title:	Planner	Type:	Non-Represented
Department:	Community Development	Supervisor:	Community Development Director
FLSA Status:	Non-Exempt	Supervises:	None

CLASSIFICATION SUMMARY

Under the general direction of the Community Development Director, this professional level position is responsible for current planning with emphasis on land use case analysis and administration. May assist with long-range planning and redevelopment projects. The work involves research, analysis, and presentation of data of a moderate to complex nature. Use of Geographic Information System (GIS) is required. The position also requires a high degree of excellence in citizen contact and customer service.

Planners are fully experienced planning professionals, able to perform a wide range of planning assignments from routine to complex. They receive broadly defined assignments and are required to determine most data requirements, develop a work program, perform the research and analysis and prepare a final report. Assignments require independent judgment and making technical determinations and decisions. The Planner classification is distinguished from the Senior Planner by the latter's responsibility for handling the most complex and/or controversial assignments, exempt status and role as a Supervisor for the Department.

SUPERVISION

Not a supervisory position.

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.

80% Planning

Research, analyze and prepare staff reports for land use applications and present appeals and recommendations to the Hearings Officer, Planning Commission and City Council as necessary.

Provides information to the general public regarding the adopted development code requirements.

Conduct building/site plan review for residential and commercial development.

Manages the processes for each of the activities listed above including making improvements in efficiency, effectiveness, and high quality customer service.

10% Code Enforcement Backup

Prepares cases for legal action, if necessary. Responds to citizen inquiries and complaints.

Prepares correspondence and documentation of specific violations. Researches deeds, tax records, permit records, historical land use regulations and other legal documents in relation to enforcement complaints.

Removes or causes to be removed prohibited temporary signs; and maintains and updates the City's sign data. Inspects development sites to assure proper placement and installation of tree protection fencing and monitors the mitigation planting program.

5% Geographic Information System Activities

Operate Geographic Information System (GIS) Arc View to manipulate data and to produce graphics for planning presentations.

5% Additional Planning Duties

Performs other planning activities as required including assisting with long-range planning, urban renewal projects, economic development, and other projects.

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. These abilities are necessary to use a personal computer, telephone, filing system and other related tools and equipment.

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.

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.

Code Enforcement work is performed in the office or in the field and requires operating a vehicle. Field work may encompass a moderate degree of hazard existing both with angry citizens and exposure to potentially aggressive animals and other physical circumstances as well as exposure to weather extremes and dirty or other disagreeable conditions. Occasional tasks may require heaving lifting, pushing, pulling or carrying heavy loads. Physical strength, agility and stamina sufficient to perform the duties, including work beyond normal requirements in isolated instances are required. Moderate local travel is required.

MINIMUM QUALIFICATIONS

Education & Experience

A Bachelor's degree in planning or a related field and a minimum of two years of experience in zoning and/or subdivision administration 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.

Licenses, Certifications & Other Requirements

- Pass background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Generally accepted professional urban planning practice and theory especially in terms of current planning, construction and development practices, and applicable state and federal law and regulations.
- General knowledge of Geographic Information Systems.

Skill & Ability

- Operate standard office equipment including, but not limited to a computer for word processing, spreadsheet formulation, and data management.
- Be proficient in keyboarding.
- Access and update files.
- Tactfully explain, apply, and enforce codes and regulations while maintaining effective working relationships with others.
- Formulate and defend decisions.
- Work independently; interpret the intent of codes and regulations; initiate, carry out, present, and implement planning related projects.
- Express oneself clearly and concisely both in writing and orally before both large and small groups.
- Work in all weather conditions.

Licenses, Certifications & Other Requirements

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