



# ASSISTANT 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>	Assistant Planner	<b>Effective Date:</b>	February 1, 2021
<b>Working Title:</b>	Assistant Planner	<b>Type:</b>	Non-Represented
<b>Department:</b>	Planning	<b>Supervisor:</b>	Planning Director
<b>FLSA Status:</b>	Non-Exempt	<b>Supervises:</b>	None

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### CLASSIFICATION SUMMARY

Under the general direction of the Planning Director, this classification performs a variety of routine and entry level professional and technical land use planning work in the areas of land use application coordination and policy development, planning studies, and development planning. The position provides information and assistance to developers, the business community and the public on planning and development related matters. The position also provides support to higher level planners.

The Assistant Planner is an entry level classification within the professional planning series. Assignments are of a routine and less controversial nature than higher level planners. Incumbents conduct research, perform analysis and summarize findings in reports. The classification is subject to flexible staffing so that the incumbent may advance to the Planner classification level when management determines there is a business need, funding is available and it is determined the incumbent possesses the high technical competency and skills required to perform the more complex duties of the Planner classification.

### 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.

#### **70% Development Planning**

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Gathers, compiles data and processes development applications complying with State Land Use Laws and local Development Code standards.

Attends pre-application meetings; coordinates comments from other departments and/or agencies and from the public; negotiates and resolves differences.

Reviews and recommends actions for public hearing reviews, prepares complex and detailed staff reports and findings, and determines completeness of the land use application.

May attend and present information to Planning Commission, Hearings Officer, City Council and citizen groups.

Responds to public inquiries and public agency requests by phone, through correspondence and at the department counter. Provides information and code interpretations to property owners, developers and other interested parties pertaining to land use applications plan review, ordinances and codes.

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### **15% Additional Planning Duties**

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Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned activities.

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

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### **10% Code Enforcement Backup**

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Prepares cases for legal action, if necessary. Responds to citizen inquires 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.

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### **5% Geographic Information System Activities**

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

## **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 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.

### **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, frequent interruptions and background noises. Duties include contact with employees and customers in conflict situations.

Code Compliance 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. Duties include risk of exposure to bloodborne pathogens and disease.

Moderate local travel is required.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

A Bachelor's degree in planning or a related field and a minimum of one year of planning 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.

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

- Pass background investigation.

## **ADDITIONAL QUALIFICATIONS**

### **Knowledge**

- Principles, practices, and procedures in municipal land use planning.
- Project management principles and techniques.
- Local land use planning ordinances and state statutes governing planning, public hearing and environmental decision-making process.
- Research and analytical methodology and statistical techniques.
- General knowledge of Geographic Information Systems (GIS).

### **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.
- Interpret the intent of codes and regulations.
- Tactfully explain, apply, and enforce codes and regulations in public meetings to a non-technical audience
- Acquire a working knowledge of zoning, subdivision codes, and land use issues within probationary period.
- Initiate action and complete work with minimum of supervision.
- Work in all weather conditions.

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

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