

## PLANNER I

**Class Code: 363**

**Range: E/ 21**

**Definition:** Under general supervision, to review and approve development proposals for compliance with County ordinances and state planning regulations; to provide general assistance to the public on land use issues and regulations and to perform related work as required.

**Distinguishing Features:** The Planner I is the entry level position in the Planner series. Incumbents are expected to perform a portion of the work assigned to the next higher level, but without the independence or full responsibility expected at the journey level. Assignments and duties are well defined in scope. The employee receives guidance and supervision from senior staff and management.

### **Examples of Important and Essential Duties:**

*The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned:*

- Review development proposals for feasibility and compliance with codes, regulations and ordinances.
- Provide over-the-counter assistance on a variety of issues including assisting the public by reviewing, analyzing and approving over-the-counter permits; issue Zoning Information sheets.
- Manage a case load consisting of Type I and II cases; facilitate the processing of planning applications; coordinate with other divisions and departments; communicate with customers on a regular basis.
- Prepare reports, maps and other graphic display materials descriptive of department research and recommendations.
- Receive and respond to public inquiries regarding planning projects and goals, codes and land use matters; provide statistical information in response to inquiries from the general public and other agencies.
- Assist the public with problems, questions and complaints related to land use, land development and zoning, supplying information and instructions as authorized.
- Assist citizens with basic information and preparation of applications.
- Work with Building and Sanitation divisions regarding all phases of the permit process.
- Research and respond to requests from local and state agencies for development purposes.
- Conduct research, collect and maintain databases and inventories.
- Assist the hearings officer with issues related to appealed case work; attend committees as assigned.

### **Auxiliary Duties:**

*The following duties represent duties that are generally performed by this position, but are not considered the principal job duties:*

- Performs general clerical duties as necessary, including duplicating documents and maps, ordering files from Archives or vault, filing documents, receipting fees, typing reports and correspondence, completing forms, preparing mail, etc.
- Performs related duties as assigned.

**Qualifications:**

**Minimum Qualifications:** A Bachelor's degree from an accredited college or university in planning or related field.

**Knowledge, Skills and Abilities:** Position requires knowledge of the principles and practices of planning, design, development and administration; general knowledge of landscape design, architecture, geography, sociology and economics; and knowledge of applicable codes, regulations and laws; ability to understand and interpret mapping information; ability to understand and carry out oral and written directions; ability to read and understand ordinances, maps, and technical and statistical reports; ability to communicate effectively and persuasively, both orally and in writing; ability to make independent decisions; ability to work directly with the public under stressful conditions; interpret and implement zoning ordinances and other development ordinances; exercise initiative and professional judgement when carrying out duties; plan and coordinate the work of others; ability to interpret and explain department policies and procedures and land use codes and regulations as necessary; ability to use computer for word processing and data retrieval; ability to establish and maintain cooperative, professional and courteous working relationships with staff members and those contacted in the course of work.

**Special Requirements:** *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the ability to exert some physical effort, as in standing, walking and light lifting; requires sufficient hand-eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry and/or use of calculators, ten-key adding machine or other office equipment or supplies. Tasks require visual perception and discrimination as well as oral communications ability. Requires the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

**License or Certificate:**

Requires possession of a valid, appropriate Oregon driver's license and a good driving record.