

PLANNER II

Class Code: 364

Range: E/24

Definition: Under senior staff and management direction, to review and approve development proposals for compliance with local and state planning regulations; to compile and prepare reports descriptive of department projects and recommendations; to provide general assistance to the public on land use issues and regulations and to perform related work as required.

Distinguishing Features: The Planner II is a journey level in the Planner series. Incumbents perform a full range of duties with only occasional instruction or assistance. Work is normally reviewed only upon completion and for overall results. The employee receives specific and general instructions from senior staff and management regarding the scope of and approach to projects or assignments. Employee is expected to work in an independent and professional manner.

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 major and minor development proposals for feasibility and compliance with codes, regulations and ordinances.
- Assist the public by reviewing, analyzing and approving over-the-counter permits.
- Conduct complex commercial site plan reviews; facilitate plan review for developers.
- Manage a case load containing Type I, II and III 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; collect and maintain data and inventories.
- 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 department staff and management, Planning Commissions, Hearings Officer, Board, committees, community organizations, etc. as required; attend related meetings and make presentations as assigned.
- Coordinate projects with other agencies and private services.
- Prepare orders and occasional ordinances for approval as a result of assigned work.

Auxiliary Duties:

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

- Perform general clerical duties as necessary, including duplicating documents and maps, filing documents, receipting fees, typing reports and correspondence, completing forms, preparing mail, etc.
- Perform related duties as assigned.

Qualifications:

Minimum Qualifications: A Bachelor's degree from an accredited college or university in planning or related field, supplemented by two years of professional planning experience. A Masters degree in planning, geography or related field may be counted as one year of experience.

Knowledge, Skills and Abilities: Position requires in-depth 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. Position requires ability to understand and interpret mapping information; ability to make independent decisions; ability to negotiate effectively; understand and use practical and advanced levels of mathematics to produce receipts and to measure, interpret, analyze and determine relationships and proportions of land uses and features; 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; operate office equipment including a computer and peripheral equipment, calculator, engineering and architect's scales, drafting instruments; understand and carry out oral and written directions; read and understand ordinances, maps, and technical and statistical reports; communicate effectively and persuasively, both orally and in writing; establish and maintain cooperative, professional and courteous working relationships with staff members and those contacted in the course of work; interpret and explain department policies and procedures and land use codes and regulations as necessary.

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.