

City Planner



DEPARTMENT: Community Development
DIVISION: Planning
SUPERVISOR: Community Development Director or City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of routine and complex administrative, technical, and professional work in the current and long-range planning programs of the city related to the development and implementation of land use and related municipal plans and policies.

SUPERVISION RECEIVED

Works under the general supervision of the Community Development Director or City Administrator.

SUPERVISION EXERCISED

Supervision is a responsibility of this position for other Planning Division staff. The City Planner may also be placed in charge of specialized projects, personnel, and departmental functions. May supervise other support staff, part-time or temporary employees or volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Land use decisions at the Planning Director level.
- Reviews land use applications; notices; and staff reports.
- Makes recommendations to the Planning Commission, Historic Landmarks Commission, and/or City Council on planning matters.
- Maintains up-to-date knowledge of emerging State law regulations, pending legislation and trends in planning that impact the City as well as current programs and processes.
- Conducts special studies and develops statistics for use by other planners and officials in housing, transportation and energy, and other economic and physical areas related to planning.
- Develops long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Monitors planning activities of neighboring jurisdictions; coordinates work with other affected agencies; assists in the development of regional plans, as assigned.
- Provides technical and professional advice on inquiries dealing with land use matters; makes presentations to supervisors, boards, commissions, civic groups, and the general public.
- Enforces all land use laws and instructs staff on land use matters.

- Prepares a variety of studies, reports, and related information for decision-making purposes. Provides proposals for updating land use laws and regulations.
- Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and long-range comprehensive plans, projecting trends, monitoring socio-economic data, etc.
- Assists in the development and implementation of long-range growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
- Provides staff support to the Planning Commission and Historic Landmarks Commission as needed and assigned.
- Prepares planning reports and supporting data, including recommendations or various long range planning proposals.
- Prepares graphics and maps for a variety of reports, plans, grant applications, publications, or meetings.
- Serves when assigned as a member of a planning task force composed of City, County or State groups.
- Prepares and writes grant application components relating to geographic, maps, plats, site plans, etc.
- Assists in maintaining the data base of information for planning purposes.
- Responds to local citizens inquiring about local planning and zoning regulations and ordinances.
- Coordinates and manages long range planning consultant contracts, as assigned.
- Other duties as required.
- Manages GIS software and data.
- Manages city address assignments.
- Administers the City's participation in the National Flood Insurance Program.
- Updates the St. Helens Development Code to comply with changes in state and federal laws, and to advance local initiatives.
- Manages and coordinates historical preservation efforts of locally identified resources.

PERIPHERAL DUTIES

- Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
- Assists in designs for parks, streetscapes, landscapes, and other municipal projects.
- Serves as a member of various staff committees as assigned.
- Attends professional development workshops and conferences to keep abreast of trends and development in the field of municipal planning.
- Assist staff with legal descriptions.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field, and

- a. Two years' experience in municipal planning; or
- b. Any equivalent combination of education and experience, with additional education substituting on a year for year basis for the required experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Exercise discretion and independent judgment is regularly required.
- b. Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes; Working knowledge of personal computers and GIS applications.
- c. Skill in the area of drafting and designing; Skill in the operation of the listed tools and equipment.
- d. Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; Ability to establish effective working relationships.

SPECIAL REQUIREMENTS

- Valid State Driver's License or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine; tape measure.

PHYSICAL DEMANDS

The physical demands described here 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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **City Planner** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

City Planner

Date

Print Name: _____

Community Development Director or City Administrator

Date