

CITY OF MILWAUKIE

CLASSIFICATION: ASSOCIATE PLANNER

Department: Community Development/Planning
Location: Johnson Creek Blvd.

Grade Number: 13(63)
Union: AFSCME

FLSA: Non-exempt
EEO Category: 2- Professional

DESCRIPTION:

This is a professional level position that performs a variety of routine to complex professional and technical work in the areas of comprehensive land use planning, development review, economic development and transportation planning, including special planning studies, Capital Improvement Project planning work, land use application coordination and review and policy development. Provides information and assistance to developers, business community and the public on planning and development related matters. This position works under the general supervision of the Planning Director.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks that an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develops short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
2. Assists in the development and updating of the City's Comprehensive Plan and Municipal Code; may be assigned a particular functional area such as transportation or natural resources for ongoing monitoring, update and technical assistance.
3. Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.
4. Prepares a variety of studies, reports and related information for decision-making purposes. Conducts technical research studies and prepares statistical reports and recommendations such as drafting or revising local legislation and plans, projecting trends, monitoring and socio-economic data.
5. Works on a variety of economic development programs, including business outreach, assisting existing business with their current and expansion needs, and attracting new business and industry. Works on development of strategies and programs for business enhancement, retention, expansion and attraction.
6. Assists in the development and implementation of 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.
7. Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendations.
8. Evaluates land use applications and site plans for compliance with applicable local, State or Federal laws. Monitors assigned land use applications through the approval states, and prepares reports and related data as required.
9. Provides staff support to the Planning Commission and City Council as needed and assigned. Prepares planning reports and supporting data, including recommendations or various land use proposals.
10. Researches and develops grant proposals and obtains funding sources for projects as assigned; prepares requests for proposals, analyzes responses and assists with the management of contracts for a variety of contractual professional services.
11. Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
12. Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.

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13. Assists in designs for parks, streetscapes, landscapes and other municipal projects.
14. Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings.
15. Serves when assigned as a member of a planning task force composed of City, County or State groups.
16. Prepares and writes grant application components relating to geographies, maps, plats, site plans, etc.
17. Assists in maintaining the data base of information for planning purposes.
18. Responds to local citizens inquiring about local planning and zoning regulations and ordinances.
19. Coordinates and manages planning consultant contracts, as assigned.
20. Maintains positive public relations with customers and is responsive to customer needs.
21. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
22. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**

a) **Education:**

- i) Bachelors degree from an accredited college or university with a degree in urban or regional planning, public administration, or a closely related field is required.
- ii) Desirable to supplement education with a masters degree in urban planning or regional planning, Public Administration; or
- ii) Any equivalent combination of education and experience.

2. **Prior Experience:**

a) **Work Experience:**

- i) Three (3) years of progressively responsible experience in municipal planning, economic development or related field; or
- ii) Any equivalent combination of education and experience.

b) **Necessary Knowledge, Skills and Abilities:**

- i) Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement.
- ii) Knowledge of principles, practices, regulations, and techniques in the field of municipal land use planning, comprehensive planning, urban planning and/or transportation planning.
- iii) Working knowledge of economic development programs and processes.
- iv) Working knowledge of GIS applications.
- v) Knowledge of project management principles and techniques.
- vi) Knowledge of environmental, social, economic, and other demographic factors affecting local planning options.
- vii) Knowledge of advanced planning and development research methods and techniques.
- viii) Ability to manage projects and prioritize multiple assignments under tight timelines.
- ix) Ability to write complex technical reports within prescribed timeframes.
- x) Ability to learn and apply local land use planning ordinances and State statutes governing the planning, public hearing and environmental decision making processes.
- xi) Ability to analyze, and interpret complex data and understand and synthesize legal and technical language to develop logical recommendations.
- xii) Ability to coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes.
- xiii) Ability to effectively provide liaison and coordination between the City and other agencies.
- xiv) Ability to communicate effectively in public meetings and to facilitate public meetings.

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- xv) Ability to establish and maintain effective working relationships.
- xvi) Ability to work as a team player.
- xvii) Ability to perform the essential duties of the job.

3. **Special Requirements:**

- a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License.

4. **Tools and Equipment Used:**

- a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, GIS applications, and telephones.

5. **Supervision:**

- a) This is not a supervisory position.
- b) Operates under the general direction of the Planning Director.

6. **Communications:**

- a) Has frequent communication with City residents, other departments within the City, vendors, other government entities, professional service firms, media, the general public, the Planning Commission, City Council and citizen groups.
- b) Communication is often complex and sometimes confidential.

7. **Cognitive Functions:**

- a) Work is performed independently but reports are reviewed regularly.
- b) Most problems are difficult with precedent occasionally available. An incumbent has significant control over the planning and performance of the work. Creativity and problem-solving are demanded on a moderate to high level.
- c) Actions could result in liability to the City.

8. **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.

- a) Most work is performed in a standard office environment.
- b) Moderate levels of physical effort, temperature extremes, dirty or otherwise disagreeable conditions are present while occasionally performing site inspections.
- c) Some evening meetings required.

9. **Resource Accountability:**

- a) May have considerable non-monetary impact on implementation of the City Comprehensive Plan and accompanying ordinances.

The job classification 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.

Drafted: 11/01/90
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