

**City of Cottage Grove
Job Description
Assistant Planner**

Department: Public Works & Development	FLSA: Non-Exempt
Reports to: City Planner	Representation: General Unit
Pay Range: Range 18	Date Adopted: 10/28/2021

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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 may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

Entry level professional position. Performs a variety of professional planning duties involving the evaluation and processing of current planning projects, analysis for long range planning, and supports the City's efforts to secure grant funding. The Assistant Planner reviews development applications and assures compliance with various City, County, State and Federal laws and codes; researches, prepares and presents reports and recommendations for the City at public hearings and meetings relating to land use and environmental impact; performs grant writing, project management, and grant reporting duties to assist the City Planner; reviews code amendments and comprehensive plan amendments; and informs the public, land developers and others of various laws, codes, regulation requirements, and the Comprehensive Plan.

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 which an employee may be expected to perform.

ESSENTIAL FUNCTIONS:

1. Assist the City Planner in providing excellent customer service to the community through professionalism and courtesy.
2. Provides general and technical information, interprets planning laws, ordinances and codes for developers, lenders, community organizations, general public and other city staff in both office and field locations. Includes telephone, in-person and written communication.
3. Conduct review of plans, proposals, and land use applications.
4. Perform research on zoning and land use projects and studies, and summarize research findings for the Public Works & Development Director.
5. Draft staff reports, legal findings, letters, memorandums, public notices, agency notifications, zoning clearances, decision notes, newsletter articles, and prepare maps, charts and other visual aids.
6. Perform grant writing duties, project management, and grant reporting with the assistance of the City Planner.

7. Coordinate and schedule pre-application meetings prospective applicant and representative of city departments.
8. Attend public meetings and hearings.
9. Conduct field inspections.
10. Utilize computer programs to prepare reports, records and maps. Includes entering data into an electronic mapping system.
11. Communicate and coordinate with other city departments and governmental agencies on development, land use and general administrative processes and activities.
12. Conducts various special studies and projects as assigned by the Director and City Planner.
13. Assists in developing grant proposals for the City to initiate new programs.
14. Assist City Code Enforcement with enforcement of Nuisance and Development codes.

IMPORTANT FUNCTIONS:

1. Provide excellent customer service to the community.
2. Perform research tasks as assigned.
3. Maintain work areas in a clean and orderly manner, paying attention to safety.
4. Contribute effectively to the accomplishment of city goals, department objectives and activities.
5. Work hard to effectively perform all essentials of the Assistant Planner duties.
6. Work independently and within a team on special nonrecurring and ongoing projects.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements 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.

1. This position requires the employee to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility.
2. Walking-frequently on asphalt or cement surfaces.
3. Carrying-frequently binders, notebooks, and boxes weighing no more than 30lbs within 50 feet.
4. Pushing/Pulling-rarely heavy boxes, office equipment, weighing no more than 30lbs.
5. Bending-occasionally from waist and or knee.
6. Reaching-frequently overhead, forward or sideward to obtain binders, papers, files, writing utensil, to place.
7. Requires traversing, and maneuvering on, over, or under obstacles on uneven terrain in wet and dry conditions.
8. Driving City owned vehicle for City business.
9. Character and flow of work involve normal mental and visual attention.

JOB SPECIFICATIONS:

Education & Experience:

- High School Diploma or equivalent.
- Bachelor's Degree in Planning, Public/Business Administration or related field; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above-described duties.

- In lieu of Bachelor's Degree in Planning, Public/Business Administration; Three years' experience in Planning and/or Community Development; in Land Use Planning.

Knowledge, Skills and Abilities:

Knowledge

Knowledge of:

- Trauma-informed customer service.
- Public administration principles and practices.
- Oregon land use planning principles and practices.
- Development Code use.
- City organization and management.
- Applicable Federal, State, and local laws, rules, and regulations.

Skills

Skill in:

- Research and analysis related to City Code.
- Land use management.
- Using a computer and related software applications.
- City organization and management.
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Ability

Ability to:

- Provide excellent customer service.
- Interpret regulations.
- Understand, explain and apply ordinances and development plans, which may be highly technical.
- Work cooperatively and maintain a professional manner when dealing with City officials, staff, and the general public.
- Work independently and with a team.
- Work safely.
- Maintain confidentiality of materials.
- Perform basic math skills—add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Plan work, and establish priorities.
- Work under time pressures such as urgent deadlines.
- Work under distractions such as telephone calls and other disturbances.

Special Requirements and Certifications:

Must possess valid, unrestricted Class C Oregon driver's license, maintaining a safe driving record. Certified Floodplain Manager Certification; or ability to obtain within 1 year.

Supervisory Duties:

Supervision is not normally a responsibility of positions in this classification.

Supervision Received:

Works under the general direction of the City Planner and Public Works and Development Director who reviews work for conformance with policies and procedures.

Contact with Others:

Position has significant daily contact with the public for the purpose of information-sharing and problem resolution. Due to the subject matter some contacts may be confrontational requiring the Assistant Planner to explain City policies and procedures in a professional, concise, and respectful manner. The Assistant Planner will also have daily contact with other City staff for the purpose of information sharing, work coordination, and problem resolution. Additional contacts with public officials are for the purpose of information gathering and project definition.

Resource Accountability: This classification does not make budgetary or purchasing decisions, but is responsible for the efficient and economical use of resources.