



City of Cottage Grove
Job Description
Associate Planner

Department: Community Development	FLSA: Non-Exempt
Reports to: Community Development Manager	Representation: General Unit
Pay Range: 5GU	Date Adopted: DRAFT

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:

Advancing the City's planning goals, the Associate Planner evaluates and processes development applications to ensure compliance with local, state, and federal regulations. Policy research and analysis inform comprehensive plan and code amendments, and drafted reports on land use and environmental impacts are presented at public hearings and meetings. Grant writing, project management, and reporting tasks support the Senior Planner in securing and administering external funding. Serving as the primary point of contact for developers, community groups, and the public, this position provides clear guidance on zoning regulations, procedural 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. Provide general and technical information, interpreting planning laws, ordinances, and codes for developers, lenders, community organizations, the public, and City staff via telephone, in person, and in writing.
2. Review plans, proposals, and land-use applications.
3. Research zoning and land-use projects and studies; summarize findings for the Community Development Manager.
4. Draft staff reports, legal findings, letters, memoranda, public notices, agency notifications, zoning clearances, decision notices, and newsletter articles; prepare maps, charts, and other visual aids.
5. Coordinate and schedule pre-application meetings with prospective applicants and City departmental representatives.
6. Review and assess building plans for compliance with zoning regulations and the development code.
 - Conduct site inspections to verify project compliance with City requirements.
7. Performs Code Enforcement activities.
8. Utilize computer programs to prepare reports, maintain records, and generate maps.
9. Conduct special studies and projects as assigned.
10. Ensure City compliance with state and federal regulations and reporting requirements.
11. Collaborate with City departments, elected officials, community stakeholders, agencies, residents, and partners.

IMPORTANT FUNCTIONS:

1. Attend evening meetings for both Cottage Grove and Drain jurisdictions as necessary.
2. Assist in developing grant proposals to fund new developments or programs.
3. Assist with floodplain management.
4. Committed to the development and adoption of the City of Cottage Grove's mission and core values.
5. Complies with safety practices and policies.
6. Acts in a professional, honest, courteous, and respectful manner.
7. Is responsive to suggestions for improving performance.
8. Flexible in adapting to a changing work environment.
9. Performs as a productive team member.
10. Takes initiative to accomplish responsibilities.
11. Performs other related duties as required/assigned.

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.

- Must be able to sit for extended periods while working at a computer and performing desk-based tasks.
- Occasionally required to conduct on-site inspections and assessments. This involves standing, walking, bending, stooping, and reaching around job sites. The employee must be able to navigate uneven terrain, stairs, and outdoor settings that may include variable weather conditions.
- Ability to lift, carry, or move equipment and materials up to 30 pounds on an occasional basis.

JOB SPECIFICATIONS:**Education & Experience:**

- High School graduation or equivalent.
- Bachelor's degree in a planning related field: Urban Planning, Geography, Public Administration, Economics, Architecture, Civil Engineering, or Environmental Science.
- Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.

Knowledge, Skills and Abilities:**Knowledge of:**

- Modern principles and practices of urban planning and economic development.
- Principles and practices of zoning and land use.
- Principles and practices of transportation planning.
- Public planning processes, meeting laws, and records retention.
- Floodplain management.
- Resident involvement techniques and processes.
- Research methods and statistical principles related to urban growth and development.
- Methods and techniques of effective technical report preparation and presentation.
- Recent developments, current literature, and sources of information related to municipal planning and administration.
- Pertinent Federal, State, and local laws, codes, and regulations, including recent changes.

- Grant writing, grant management, and grant making.

Skill in:

- Expertise in delivering exceptional trauma-informed customer service.
- Proficiency in utilizing GIS software and other planning tools and systems.
- Strong organizational skills with the ability to oversee and manage multiple projects while meeting deadlines, adapting to changing priorities, being flexible, and working within budget constraints.
- Proven ability to organize and maintain records and coordinate maintenance activities.
- Exceptional writing skills with the ability to develop comprehensive reports, draft speaking notes, and create general correspondence.
- Strong interpersonal skills with the capacity to develop and maintain positive working relationships with staff, department heads, elected officials, and the public.
- An open and authentic communication style with the ability to clearly convey ideas, including making effective presentations to groups.

Ability:

- Takes personal accountability for work and sets high standards for self and others; demonstrates self-awareness and openness to feedback and continuous learning.
- Exercises sound judgment, initiative, and discretion based on knowledge of Federal and State laws, as well as City rules and policies.
- Analyzes, interprets, and explains data, conducts thorough research, and presents findings effectively.
- Forms partnerships with citywide departments to support and foster a collaborative environment that maximizes organizational performance.

Special Requirements and Certifications:

- American Institute of Certified Planners (AICP) *Preferred*.
- Certified Floodplain Manager (CFM) *Preferred*.
- Must possess a valid Oregon Driver's License: visits various locations to conduct fieldwork. Must maintain a safe driving record.
- Must be able to pass the department's security clearance standards, including reference and criminal background checks.

Supervisory Duties:

None.

Supervision Received:

Works under the general direction of the Community Development Manager.

Contact with Others:

Frequent contact with all departments within the city, co-workers, and the public. The ability to communicate with others in a professional, courteous, diplomatic, positive, and helpful manner at all times is a requirement.