

**City of Cottage Grove**  
**Job Description**  
**PLANNING TECH – PUBLIC WORKS & DEVELOPMENT DEPARTMENT**

<b>Department:</b> Public Works & Development	<b>FLSA:</b> Non Exempt
<b>Reports to:</b> City Planner	<b>Representation:</b> General Unit
<b>Pay Range:</b> Range 4, \$3,055-\$3,900	<b>Date Adopted:</b> May 2017

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:**

The primary purpose of this position is to perform current planning duties for the Public Works & Development Department, including administering the Development Code, functioning as a primary public contact for the Department on land use issues, and issuing building permit and land use applications. This position will assist the City Planner in development of long range plans, implementation of planning projects, and in the administration of daily code enforcement functions and other land use planning activities.

**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.

This classification is part of the Public Works & Development Department's Planning Division which includes but is not limited to land use code administration and enforcement, building code administration, long range planning and emergency management.

This position implements the City of Cottage Grove Development Code and provides information to the public about zoning and issues related to the use of land. They review development proposals to ensure compliance with the City's zoning regulations. They work with developers, homeowners, contractors, and the City's Public Works staff to mediate conflicts, problem-solve, and coordinate development activities. The Planning Tech will provide support for our Building Permit services program, including providing land use information at the counter and developing proficiency in on-line permit system and issuance of building permits. The position will participate in the City's nuisance code enforcement program.

The position will participate in the department's outreach program through website development, drafting letters, memorandums, public notices, agency notifications, newsletter articles, and social media content. The Planning Tech assists with coordination and communicating with other city departments, and government agencies on development, land use and general administrative processes and activities, and may

conduct various special studies and projects as assigned. Professional planning activities may include the development of long range plans, maps, graphics and visualizations, data gathering and analysis, public involvement, and policy research and development.

### **ESSENTIAL FUNCTIONS:**

1. Knowledge of land use planning and community development theory, standards, principles.
2. Knowledge of methods and techniques of public involvement as they apply to planning processes.
3. Ability to understand, interpret, explain and apply zoning and land use regulations, nuisance code, planning principles and practices and application requirements.
4. Ability to research, analyze and summarize planning data both manually and with computer programs, and prepare clear and concise technical documents, reports, maps, correspondence and other written materials.
5. Ability and experience presenting ideas and requirements clearly and persuasively, orally, graphically and in writing.
6. Ability and experience exercising sound independent judgment and reaching appropriate conclusions within established policies and guidelines.
7. Ability to provide excellent customer service and build relationships with property owners, business owners, developers, professionals, elected officials, volunteers, and the community.
8. Ability to communicate effectively both verbally and in writing with supervisors, colleagues, and individuals inside and outside the organization.
9. Ability to use a computer and associated equipment.
10. Ability to read and understand organizational written instructions and policies.
11. Ability to work independently in the absence of supervision, while also being flexible to work as a team member.
12. Ability to exhibit a professional manner in dealing with others and to maintain constructive working relationships.
13. Knowledge of safety standards, practices and procedures applicable to area of assignment.
14. Other duties as 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.

1. Duties are performed in an office environment and in the field.
2. This position requires the employee to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility.
3. Duties involve moving materials weighing up to 15 pounds and infrequently weighing up to 50 pounds.
4. Requires traversing, and maneuvering on, over, or under obstacles on uneven terrain in wet and dry conditions.
5. Character and flow of work involve normal mental and visual attention.

## **JOB SPECIFICATIONS:**

### **Education & Experience:**

Bachelor's Degree or equivalent required. Must have ability to understand and carry out oral and written instructions, policies, and rules in order to do job safely, and be able to complete forms and reports as required by the position.

1. Minimum of Bachelor's degree in Planning, Public Policy, Urban Design, Historic Preservation, or related field.
2. 2+ years of experience in one or more of the following areas: community development, urban planning, building permit administration, historic preservation, recreation planning, natural resource planning, non-profit administration, or related fields.
3. Any equivalent combination of education and experience.

### **Special Requirements and Certifications:**

1. Must possess a valid Oregon driver's license. Employees must maintain a safe driving record while employed.
2. Must be able to pass a drug test prior to employment and have a satisfactory driving record.

### **Supervisory Duties:**

Supervision is not normally a responsibility of positions in this classification; however, coordination of the activities of one or more temporary employees may be required of this employee.

### **Supervision Received:**

Daily supervision provided by the City Planner/Public Works & Development Department. The position plans and arranges a significant percentage of their own work.

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