

CITY OF TUALATIN

Classification Description

Job Title: Assistant Planner
Department: Community Development
Reports To: Planning Manager
FLSA Status: Non Exempt

SUMMARY: Performs primarily current planning duties and some long-range planning and administrative duties. Responds to public inquiries and provides technical information to committees and the general public. Assists the public with code interpretation, land use processes and permits. Write land use decisions. Gathers, researches and analyzes data and develops written reports on assigned projects in Planning Division program areas; performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Answers citizen questions at the counter, over the phone and by email regarding a wide range of planning program areas. May present planning program elements to citizen groups and other entities.

Processes land use applications in compliance with State, County, and City land use planning requirements including architectural and design review of proposed developments, annexations, conditional use plan amendments and sign permit applications. Coordinates and negotiates with applicants. Meets with applicants prior to application submitted to provide guidance on code and applications.

Prepares staff reports and gives oral presentations to the City Council, the Architectural Review Board (A.R.B.), and Planning Commission pertaining to applications for various community development projects.

Conducts independent data research, analysis and evaluation, and prepares related presentation materials including maps, graphics and reports for planning policy formation, review and evaluation.

Drafts and updates City land use ordinances which includes obtaining input through City Council work sessions and public hearings, making revisions as necessary, performing research and analysis and presenting analysis and findings.

Performs select code enforcement duties including investigating complaints and documentation, particularly sign code enforcement in coordination with the Community Service Officer.

Drives to city facilities, vendors, training programs, and meetings as necessary.

SUPERVISION: Works under the direction of the Planning Manager. May receive review of work by Senior Planners or Associate Planner(s) for effectiveness and conformance to established standards, practices and procedures. Supervision of other employees is not a responsibility of this position.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Change Management - Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Cost Consciousness - Works within the approved budget; Conserves organizational resources.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Design - Generates creative solutions; Applies design principles; Demonstrates attention to detail. Makes use of manual and software design tools.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness;
Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project activities.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Technical Knowledge/Ability: Knowledge and practical usage of clear, concise writing skills in the planning area. Working knowledge of Oregon land use laws. Knowledge of the principles, practices and current issues of planning or ability to acquire such. Knowledge of architectural materials, site design and landscaping. General knowledge and understanding of government organization and relevant public laws.

Ability to perform research, compile technical data, draft maps, plans and related documents. Ability to write reports and textual material relating to planning programs.

Language Skills: Ability to read, analyze, and interpret scientific and technical journals of City planning and related fields, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills: To perform this job successfully, an individual should have the ability to operate a personal computer, knowledge of Microsoft Office (Access, Excel PowerPoint and Word. Experience with e-mail. Familiarity with Adobe Professional or Standard, GIS, or drafting or graphics software is preferred.

Certificates, Licenses, Registrations: Possession of, or the ability to secure possession of, a valid Oregon driver's license. American Planner's Association (A.P.A.) membership or the ability to obtain membership. A.I.C.P. certification is preferred.

EDUCATION and/or EXPERIENCE: Bachelor's degree (B. A.) in Planning or a related field from four-year college or university and one (1) year related planning experience. Any satisfactory equivalent combination of education and experience which ensures the ability to perform the work may be substituted for the above.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Duties of this position are usually performed in an indoor environment, involving heavy public contact; however when working in the field the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate. Duties of this position require a willingness to attend evening and out of town meetings. Ability to drive or be transported by private or public transportation required.