

# CITY OF TUALATIN

## Classification Description

**Job Title:** Associate Planner  
**Department:** Community Development  
**Reports To:** Community Development Director  
**FLSA Status:** Non-Exempt

**SUMMARY:** Performs varied current and long-range planning and administrative duties. Gathers, researches and analyzes data and develops written reports on assigned projects in planning program area. Performs related work as required. Presents information to City boards and Council and various citizen groups. Answers questions for citizens and professionals on land use rules and regulations.

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

Conducts assigned research and administrative studies. Compiles and analyzes data and formulates reports and/or studies for current and long-range planning projects.

Prepares project work programs and methodology; conducts research, gathers and analyzes data and develops written reports on assigned projects. Prepares graphics as necessary for studies and presentations.

Prepares staff reports and give oral presentations to City Council, boards, and commissions pertaining to applications for various community development projects.

Assists in the preparation, implementation, updating and review of ordinances pertaining to planning program areas.

Processes land use applications in compliance with State, County, and City land use planning requirements. Performs architectural and design review of proposed developments. Reviews sign permit applications. Coordinates and negotiates with applicants.

Answers citizen questions and informational calls regarding a wide range of planning program areas. May present planning program elements to citizen groups and commissions.

Assists with enforcement duties, as needed.

Assists in representing the City on regional planning activities.

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

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities. May review and assist with work activities of assistant planner(s).

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

Analytical - Synthesizes complex or diverse information; Collects and researches data.

Design - Generates creative solutions; Applies design principles; Demonstrates attention to detail.

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

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.

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

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Organizational Support - Completes administrative tasks correctly and on time; Supports organization's goals and values.

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.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

Quality - Demonstrates accuracy and thoroughness.

Adaptability - Manages competing demands.

**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 common scientific and technical journals, 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 Access Database software; Explorer Internet software and Excel Spreadsheet software. Experience with e-mail.:

**Certificates, Licenses, Registrations:** Possession of, or the ability to secure possession of, a valid Oregon driver's license.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree (B. A.) in Planning or a related field from four-year college or university and three years 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.

While performing the duties of this Job, 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.